

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, October 8, 2026
7:30 p.m.
Westborough Water District Office
2263 Westborough Boulevard, South San Francisco

1. ROLL CALL:

2. PLEDGE OF ALLEGIANCE:

3. CONSENT CALENDAR:

All items listed under the Consent Calendar are approved by a single motion of the Board. A Board member may request removal of any item for discussion and separate action:

A. Approval of Minutes:

1. Regular Meeting of September 10, 2026.

B. Accountant's Report for Period Ending August 31, 2026.

C. Investment Report for Period Ending September 30, 2026.

D. Claims Register for September 30, 2026.

4. PUBLIC COMMENT:

Members of the public are invited to participate during the public comment period or when an item on the agenda is introduced. Anyone wishing to speak should, after the recognition, give their name and address, speak clearly, and direct their remarks only to the Board. Please limit your remarks to no more than five (5) minutes. Items not on the agenda may be referred to Staff for consideration at a later date.

5. BUSINESS (OLD): None

6. BUSINESS (NEW):

REGULAR MEETING OF THE BOARD OF DIRECTORS

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- A. Review/Approve Updated Proposal from Bradshaw Construction for the Rowntree Lift Station Reinforced Concrete Walkway and Pads and Authorize General Manager to Execute Agreement.
- B. Review/Approve Proposals for Water Distribution System Operations Plan.
- C. Consideration to Approve Policy on the Use of Artificial Intelligence (AI) by Westborough Water District (WWD) employees, contractors, and Directors.

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT:

9. GENERAL MANAGER'S REPORT:

- A. Engineer's Report (Pakpour).
 - 1. CIP Update.
 - 2. Skyline Tank No. 2 Structural Retrofit – Brief Update.
 - 3. Appian Way Sewer Improvements – Brief Update.
 - 4. Specifications Update – Brief Update.
 - 5. King Drive Water Main Improvements – Brief Update.
 - 6. Westborough Lift Station Bypass Improvements – Brief Update.
- B. Report on District's Water Conservation for September 2026.
- C. Report on Vac Con Repairs.
- D. Report on Replacement of Westborough Pump Station – Pump 2 Soft Start.

10. ITEMS FROM BOARD OF DIRECTORS:

- A. CSDA San Mateo Chapter Meeting of September 14, 2026 (Chambers).
- B. Report on BAWSCA Meeting of September 17, 2026 (Chambers).

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11. CLOSED SESSION:

- A. Closed Session – Public Employment (Government Code §54957(b)).
Position: General Manager

12. ADJOURNMENT:

Upon request, the Westborough Water District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the auxiliary aid or service at least 3 days before the meeting. Request should be sent to Westborough Water District at 2263 Westborough Boulevard, South San Francisco, CA 94080, or email wwd@westboroughwater.org. Availability of Public Records: all public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Acts, that are distributed to a majority of the legislative body will be available for public inspection at 2263 Westborough Boulevard, South San Francisco, CA 94080, at the same time that the public records are distributed or made available to the legislative body.

**MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF DIRECTORS**

Thursday, September 10, 2026

The meeting was called to order at 7:30 p.m.

In the absence of both the President and Vice President, Director Chambers was elected to chair the meeting.

1. ROLL CALL:

Directors Present: Don Amuzie
Julie Richards
Tom Chambers

Directors Excused
Absent: Janet Medina
Perry Bautista

Staff Present: Michael Conneran, Attorney
Carlos Arias, Field Supervisor
Wendy Bellinger, Office Supervisor
Brandon Laurie, Engineer
Patricia Mairena, General Manager

Visitors Present: None

2. PLEDGE OF ALLEGIANCE: Led by Director Richards.

Prior to conducting official business, Director Chambers called for a moment of silence to honor the memory of citizen Sergio Medina, who regularly attended the District's Board meetings.

3. CONSENT CALENDAR:

Director Chambers asked the Board if there was any discussion; otherwise, he would entertain a motion to accept the consent calendar.

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Director Amuzie moved to approve the Consent Calendar, seconded by Director Richards.

The motion was carried unanimously.

4. PUBLIC COMMENT: None

5. BUSINESS (OLD): None

6. BUSINESS (NEW):

A. Nominations for LAFCo Special District Alternate Representative 2026.

Director Chambers stated his interest in being nominated for the LAFCo Special District Alternate Representative, as mentioned in the last meeting, and told the Board he would appreciate their support.

Director Amuzie moved to nominate Director Chambers for LAFCo Special District Alternate Representative 2026 via a letter signed by President Bautista, and for him to submit the ballot electronically, seconded by Director Richards.

Roll Call

Director Amuzie	Aye
Director Richards	Aye
Director Chambers	Aye

The motion was carried unanimously with Directors Bautista and Medina being excused absent.

B. Review/Approve Proposals for the Rowntree Lift Station Reinforced Concrete Walkway and Pads.

General Manager Mairena reported on two issues within the area where the concrete steps were recently built: the top and bottom landings. General Manager Mairena mentioned that Sanitation had expressed concerns with the area becoming muddy and slippery with the projected El Niño weather. General Manager Mairena mentioned that when the quote for the concrete steps was requested, former Field Supervisor Kennedy decided not to include the top, due to having to relocate the backflow device. General Manager Mairena

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stated that with this proposal, the device will be moved and a safe path to the vault will be created, as well as a safe landing at the bottom of the stairs.

General Manager Mairena mentioned that both proposals were similar. Director Chambers asked a question about the railings and the contractors. General Manager Mairena mentioned that Bradshaw was being recommended by Sanitation and that Mission Constructors had done the concrete stairs, but the wait had been a long one.

Director Amuzie moved to approve the Bradshaw Construction's Proposal for the Rowntree Lift Station Reinforced Concrete Walkway and Pads, seconded by Director Richards.

The motion was carried unanimously.

Attorney Conneran stated that we should include a date of completion on the agreement he will be preparing.

- C. Consideration to Authorize Task Order 26-27-02 with Pakpour Consulting Group, Inc., for Design Services for the King Drive Water Main Improvements, CIP W20-03, in the amount of \$199,800.**

General Manager Mairena mentioned that this project was already approved as part of the 5-year CIP, and that this was the task order approving the design work by Pakpour.

Engineer Laurie confirmed that the design for this project will happen this year, and the construction next year. Engineer Laurie provided an overview of what the project consists of and pointed out that the portion of pipe being installed over the fault will be earthquake resistant.

Director Amuzie moved to Authorize Task Order 26-27-02 with Pakpour Consulting Group, Inc., for Design Services for the King Drive Water Main Improvements, CIP W20-03, in the amount of \$199,800, seconded by Director Richards.

The motion was carried unanimously.

- D. Consideration to Authorize Task Order 26-27-03 with Pakpour Consulting Group, Inc., for Design Services for the Westborough Lift Station Bypass Improvements, CIP S23-30, in the amount of \$95,800.**

General Manager Mairena mentioned that this project was also approved as part of the 5-year CIP, and that this was the task order approving the design work by Pakpour. General Manager Mairena stated that this project will create a bypass to the lift station, just as it was done with the Rowntree Lift Station.

Director Amuzie moved to Authorize Task Order 26-27-03 with Pakpour Consulting Group, Inc., for Design Services for the Westborough Lift Station Bypass Improvements, CIP S23-30, in the amount of \$95,800, seconded by Director Richards.

The motion was carried unanimously.

E. Consideration to Approve Policy on the Use of Artificial Intelligence (AI) by Westborough Water District (WWD) employees, contractors, and Directors.

General Manager Mairena referred to her ACWA Spring Conference report on AI and mentioned that it was JPIA's recommendation that all the boards adopted an AI policy.

Director Chambers asked if the policy was from JPIA. Attorney Conneran stated that General Manager Mairena had requested an AI policy, and that he had been able to obtain a moderate one.

Attorney Conneran pointed out that the main concern was leakage of sensitive or confidential data from the District computers. Attorney Conneran mentioned that public agencies are getting more public records requests on what AI questions that employees are asking, and that one way to protect the District was not maintain any records of AI inquiries.

Director Amuzie suggested sending the policy to JPIA and then bringing it back to the entire board for approval.

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT:

Attorney Conneran informed the Board that several significant ballot measures are before voters this year, including one concerning taxes. He explained that the measure reflects an agreement between the Legislature and the Howard Jarvis Taxpayers Association regarding the voting threshold and would apply moving forward. If approved, the measure would apply to any future special tax proposed by a district, including the District.

The other measure involves CEQA and it reduces abuse of CEQA to block projects and speeds up the court process on any legal challenge and limits the kind of issues that can be raised in such a challenge. Attorney Conneran mentioned that this measure should help with public infrastructure projects.

9. GENERAL MANAGER'S REPORT:

A. Engineer's Report (Laurie).

1. CIP Update.

Engineer Laurie stated that they had planned to present an update to the CIP this evening showing the progress of how much has been spent, what remains, etcetera, but since two of the five board members were not in attendance, the presentation will be moved to the next meeting.

2. Skyline Tank No. 2 Structural Retrofit.

Engineer Laurie reported that, following completion of the Skyline Tank No. 3 project, design work had begun for Skyline Tank No. 2. The project will similarly retrofit the tank to withstand seismic activity and will include installation of a seismic valve. Engineer Laurie stated that the 65% design is being prepared, with bidding planned for early next year and construction anticipated to begin in March or April.

3. Appian Way Sewer Improvements – Brief Update.

Engineer Laurie mentioned that they were exploring doing some flow monitoring to determine when they would need to bypass to the existing sewer main as they construct the new main. Engineer Laurie reminded the Board that the construction had been delayed due to the upcoming El Niño weather, and the plan was to go out to bid early in the year with construction starting in Springtime.

Engineer Laurie asked if there were questions regarding the projects. Director Chambers asked whether the Skyline Tank No. 2 project would be completed by June 2027, noting that the CIP scheduled the project for fiscal year 2026–2027. Engineer Laurie confirmed that the project would not be completed by that date and explained that the allocated funds would be transferred to reserves if not expended and carried forward to the following fiscal year.

4. Specifications Update – Brief Update.

Engineer Laurie informed the Board that they are close to wrapping up the project with minor adjustments to be updated.

Engineer Laurie thanked the Board for approving the King Drive and the sewer bypass project and mentioned that it was good to have done the rate study and be investing back in the system.

Director Chambers mentioned the CIP had a couple more years left. Engineer Laurie replied that the CIP projects were planned to be completed by then, but if not, the plan would be extended out, and the rate study re-evaluated to determine if more funds were needed.

B. Report on District's Water Conservation for August 2026.

General Manager Mairena displayed the monthly comparison chart of water use and reported that water consumption for August 2026 was low, and she did not expect it to increase by much more. General Manager Mairena told the Board this was good for the water conservation program, but not good for revenue.

C. Status Report on Recruitment for General Manager.

General Manager Mairena reported that the District sent out six RFPs (Request for Proposals), and five were received by the deadline.

Attorney Conneran informed the Board that the next step was for the Ad Hoc Committee to meet review and rank the RFPs. Attorney Conneran mentioned that President Bautista had not yet appointed the second member of the Ad Hoc Committee, which he had thought would be Director Medina but at this point was waiting to see what she wanted to do.

Director Chambers mentioned that the original plan was to receive a presentation for award at this meeting. Attorney Conneran mentioned that the Board had set an aggressive schedule so that it could be moved if needed.

D. Request to Amend Pension Contract to Include PEPRA Provisions.

General Manager Mairena provided a brief overview of the two CalPERS programs the District had: Classic and PEPRA, and mentioned that back in 2013, then Governor Brown, had changed CalPERS to include PEPRA, which lowered contributions substantially.

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General Manager Mairena reported that she had received an email from CalPERS regarding the language of the original pension contract and asking to amend it to match everyone's language to match the PEPRA provisions. General Manager Mairena explained that there would be no changes to the benefits or the cost, and that it would simply be a language update.

General Manager Mairena stated that she wanted to let the Board know that she would initiate this process and will eventually come back to the Board with the updated documents for them to approve, which would include a couple of presentations.

Attorney Conneran clarified that we were simply authorizing them to begin the process and send us the paperwork.

10. ITEMS FROM BOARD OF DIRECTORS: None

11. CLOSED SESSION: None

12. ADJOURNMENT:

Without objection, Director Chambers adjourned the meeting.
Time 8:12 p.m.

Secretary

President

Date

Westborough Water District

Financial Statements
With Accountant's Compilation Report
August 31, 2026



Chavan & Associates, LLP

Certified Public Accountants
16450 Monterey Road, Ste. 5
Morgan Hill, CA 95037

Westborough Water District

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Accountant's Compilation Report

To the Board of Directors
Westborough Water District
City of South San Francisco, CA

Management is responsible for the accompanying financial statements of the business-type activities of the Westborough Water District, CA (the "District"), as of and for the two months ended August 31, 2026, which collectively comprise the District's basic financial statements as listed in the table of contents, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The supplementary information on pages 7 through 9 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. However, we have not audited or reviewed the information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on such information.

A statement of cash flows for the two months ended August 31, 2026, has not been presented. Accounting principles generally accepted in the United States of America require that a statement of cash flows be presented when financial statements purport to present financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the District's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Management has omitted the management's discussion and analysis that the Governmental Accounting Standards Board requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context.



Chavan and Associates, LLP
Certified Public Accountants

We are not independent with respect to the District as of and for the two months ended August 31, 2026, because we performed certain accounting services that impaired our independence. We were engaged to compile monthly summary reports of the District's transactions instead of a full set of financial statements. As such, we are required by the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants to disclose that the accompanying financial statements exclude the minimum required disclosures and statement of cash flows. This does not impact the credibility and accuracy of the information included in the accompanying financial statements.

C & A LLP

October 2, 2026
Morgan Hill, California

Westborough Water District
Statement of Net Position
August 31, 2026

ASSETS

Current Assets:

Cash (Including \$5,147,419 in Time Deposits)	\$ 5,805,746
Receivables	
Water	966,858
Sewer	665,151
Other	108,212
Prepaid Expenses and Other	48,238
Inventory	202,258
Total Current Assets	<u>7,796,463</u>

Non-Current Assets:

Lease Receivable	164,215
Utility Plant in Service (Note 5):	
Land	182,633
Work in Progress	2,053,159
Water Facility	9,876,059
Building	1,503,835
Joint-Use Facilities	94,907
Meters	1,180,287
Office Furniture and Equipment	161,902
Maintenance Facility	478,623
Sewer Facility	3,631,507
Total Utility Plant in Service (Capital Assets)	<u>19,162,912</u>
Less Accumulated Depreciation	<u>(7,976,435)</u>
Utility Plant in Service-Net Accumulated Depreciation	<u>11,186,477</u>
Total Non-Current Assets	<u>11,350,692</u>
Total Assets	<u>\$ 19,147,155</u>

DEFERRED OUTFLOWS

Deferred Pension Outflows	\$ 499,119
Deferred OPEB Outflows	141,130
Total Deferred Outflows	<u>\$ 640,249</u>

(continued)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Net Position
August 31, 2026

LIABILITIES

Current Liabilities:

Accounts Payable (Note 2)	\$ 687,764
Customers' Deposits	420,880
Unearned Revenue	16,530
Total Current Liabilities	<u>1,125,174</u>

Long-term Liabilities:

Accrued Paid Leave	98,871
Net Pension Liability	1,250,673
Net OPEB Obligation	239,547
Total Long-term Liabilities	<u>1,589,091</u>

Total Liabilities	<u>\$ 2,714,265</u>
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DEFERRED INFLOWS

Deferred Lease Inflows	\$ 128,488
Deferred Pension Inflows	128,817
Deferred OPEB Inflows	<u>100,215</u>

Total Deferred Inflows	<u>\$ 357,520</u>
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NET POSITION

Net Investment in Capital Assets	\$ 11,186,477
Restricted for Capital Facilities	347,103

Unrestricted:

Reserved for Contingencies	278,273
Reserved for Capital Expenditures	1,916,100
Non-spendable Inventory and Prepaids	250,496
Unappropriated	<u>2,737,170</u>

Total Net Position	<u>\$ 16,715,619</u>
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(concluded)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Activities
For the Two Months Ended August 31, 2026

Operating Revenue:	
Water Sales (Note 3)	\$ 986,406
Sewer Svc. and Transfer Charges	667,534
Misc. Operations	30,608
Total Operating Revenue	<u>1,684,548</u>
Operating Expense:	
Water Expenditures	610,611
Sanitary Sewer Expenditures	546,539
Admin. and General Expenditures	290,624
Depreciation	62,486
Total Operating Expenses	<u>1,510,260</u>
Operating Income (Loss)	174,288
Non-operating Income (Expense):	
Property Taxes	89,560
Investment Interest	40,214
Other	6,282
Total Non-operating Income (Expense)	<u>136,056</u>
Change in Net Position	310,344
Net Position - Beginning	<u>16,405,275</u>
Net Position - Ending	<u><u>\$ 16,715,619</u></u>

See accompanying notes and accountant's compilation report

Westborough Water District
Selected Information - Substantially All Disclosures Required by
Generally Accepted Accounting Principles are Not Included
August 31, 2026

NOTE 1 - There was no Bad Debt expense during the month.

NOTE 2 - Accounts payable at August 31, 2026, includes \$523,143 of accrued treatment and disposal expense.

NOTE 3 - Estimated operating revenues are used in preparing the financial statements for the months of January, March, May, July, September and November because actual figures are not available until one and one-half months after the close of these months.

NOTE 4 - Accounts receivable are reported net an allowance for uncollectible accounts of \$1,340 to account for uncollectible water receivables for the period.

NOTE 5 - Changes in utility plant in-service for the second month ended August 31, 2026, were as follows:

Beginning Balance	\$	19,124,953
Engineering		-
Surveying		-
Contractors		-
Other Fixed Assets		37,959
Ending Balance	\$	<u>19,162,912</u>

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the Two Months Ended August 31, 2026

	August	Year to Date	2026-27 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Operating Revenue:						
Water Sales (Note 3)	\$ 514,928	\$ 986,406	\$ 5,757,760	17.13%	0.47%	\$ 26,779
Water Misc. Operations	2,915	30,608	20,000	153.04%	136.38%	27,275
Total Water Operating Revenue	517,843	1,017,014	5,777,760	17.60%	0.94%	54,054
 Sewer Svc. and Transfer Charges	 333,999	 667,534	 3,988,541	 16.74%	 0.07%	 2,777
Total Sewer Operating Revenue	333,999	667,534	3,988,541	16.74%	0.07%	2,777
 Total Operating Revenue	 851,842	 1,684,548	 9,766,301	 17.25%	 0.58%	 56,831
 Operating Expense:						
Water Expenditures	275,010	610,611	3,373,034	18.10%	-1.44%	(48,438)
Admin. and General Expenditures	82,753	233,736	1,207,103	19.36%	-2.70%	(32,553)
Depreciation	25,380	50,709	273,407	18.55%	-1.88%	(5,141)
Total Water Operating Expenses	383,143	895,056	4,853,545	18.44%	-1.77%	(86,132)
 Sanitary Sewer Expenditures	 272,835	 546,539	 3,386,161	 16.14%	 0.53%	 17,821
Admin. and General Expenditures	23,410	56,888	382,682	14.87%	1.80%	6,893
Depreciation	5,888	11,777	70,172	16.78%	-0.12%	(82)
Total Sewer Operating Expenses	302,133	615,204	3,839,014	16.03%	0.64%	24,632
 Total Operating Expenses	 685,276	 1,510,260	 8,692,559	 17.37%	 -0.71%	 (61,500)
 Operating Income (Loss)	 166,566	 174,288	 1,073,742	 16.23%	 -0.43%	 (4,669)
 Non-operating Income (Expense):						
Water Property Taxes & Assessments	36,539	62,691	545,255	11.50%	-5.17%	(28,185)
Water Investment Interest	7,502	16,567	51,152	32.39%	15.72%	8,042
Other Non-operating Water Income (Expense)	3,508	6,282	33,252	18.89%	2.23%	740
Total Water Non-Operating Income (Expenses)	47,549	85,540	629,660	13.59%	-3.08%	(19,403)
 Sewer Property Taxes & Assessments	 15,661	 26,869	 233,681	 11.50%	 -5.17%	 (12,078)
Sewer Investment Interest	10,657	23,647	34,102	69.34%	52.67%	17,963
Total Sewer Non-Operating Income (Expenses)	26,318	50,516	267,783	18.86%	2.20%	5,885
 Total Non-operating Income (Expense)	 73,867	 136,056	 897,442	 15.16%	 -1.51%	 (13,518)
 Net Income (Loss)	 \$ 240,433	 \$ 310,344	 \$ 1,971,184	 15.74%	 -0.92%	 \$ (18,187)

Westborough Water District
Water Fund Schedule of Income and Expense - Budget to Actual
For the Two Months Ended August 31, 2026

	August	Year to Date	2026-27 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Water Operating Revenue:						
Water Sales (Note 3)	\$ 514,928	\$ 986,406	\$ 5,757,760	17.13%	0.47%	\$ 26,779
Misc. Operations	2,915	30,608	20,000	153.04%	136.38%	27,275
Total Operating Revenue	517,843	1,017,014	5,777,760	17.60%	0.94%	54,054
Water Operating Expense:						
Salaries	35,158	71,084	480,874	14.78%	1.88%	9,062
Salaries Overtime	535	1,194	11,000	10.85%	5.81%	639
Benefits	8,722	66,210	157,180	42.12%	-25.46%	(40,013)
Payroll Taxes	2,730	5,530	45,209	12.23%	4.44%	2,005
Technical Communications	709	2,267	11,820	19.18%	-2.51%	(297)
Utilities	15,298	33,317	206,511	16.13%	0.53%	1,102
Supplies and Small Tools	1,078	1,542	15,450	9.98%	6.69%	1,033
Maintenance of Sytem	1,988	2,768	67,915	4.08%	12.59%	8,551
Special Services	4,340	24,779	192,641	12.86%	3.80%	7,328
Vehicle Expense	4,918	7,196	38,160	18.86%	-2.19%	(836)
Water Purchases	199,534	394,724	2,146,274	18.39%	-1.72%	(37,012)
Admin. and General Expenditures						
Salaries	43,375	89,253	540,447	16.51%	0.15%	821
Salaries-Temporary	-	-	2,120	0.00%	16.65%	353
Salaries-Overtime	-	-	2,120	0.00%	16.65%	353
Employee Benefits	14,615	92,112	225,902	40.78%	-24.11%	(54,462)
Payroll Taxes	2,343	5,658	49,702	11.38%	5.28%	2,626
OPEB	-	-	5,779	0.00%	16.66%	963
Office Supplies and Postage	1,296	1,655	11,732	14.11%	2.56%	300
Memberships	-	-	53,354	0.00%	16.67%	8,892
Utilities	15	37	1,492	2.48%	14.21%	212
Telephone	312	623	3,923	15.88%	0.79%	31
Water Conservation	70	70	5,600	1.25%	15.41%	863
Building & Grounds Maintenance	765	2,016	12,539	16.08%	0.59%	74
Parking Rentals	315	630	3,969	15.87%	0.78%	31
Directors Fees	687	1,500	11,875	12.63%	4.03%	479
Engineering Services	-	8,973	20,213	44.39%	-27.73%	(5,604)
Accounting	35	35	32,940	0.11%	16.56%	5,455
Legal	5,002	7,327	18,600	39.39%	-22.73%	(4,227)
Billing	4,601	5,534	55,608	9.95%	6.71%	3,734
Communications	2,831	4,635	29,866	15.52%	1.15%	343
General Election	-	-	11,400	0.00%	16.67%	1,900
Insurance	3,620	9,098	55,158	16.49%	0.17%	95
Bad Debts (Note 1)	-	-	1,000	0.00%	16.70%	167
Travel	-	-	17,236	0.00%	16.67%	2,873
Miscellaneous	(47)	217	10,711	2.03%	14.64%	1,568
Banking and Cr. Card Fees	2,918	4,363	23,821	18.32%	-1.65%	(393)
Total Admin. and General Expenditures	82,753	233,736	1,207,104	19.36%	-2.70%	(32,553)
Operating income (loss) before deprecation	357,763	844,347	4,580,138	18.43%	-1.77%	(80,991)
Depreciation Expense	25,380	50,709	273,407	18.55%	-1.88%	(5,141)
Total Water Operating Expense	383,143	895,056	4,853,544	18.44%	-1.77%	(86,132)
Water Operating Income (Loss)	134,700	121,958	924,216	13.20%	-3.47%	(32,078)
Water Non-operating Income (Expense):						
Property Taxes	36,539	62,691	545,255	11.50%	-5.17%	(28,185)
Investment Interest	7,502	16,567	51,152	32.39%	15.72%	8,042
Other Non-Operating Water Income (Expense)	3,508	6,282	33,252	18.89%	2.23%	740
Total Non-operating Income (Expense)	47,549	85,540	629,660	13.59%	-3.08%	(19,403)
Net Income (Loss)	\$ 182,249	\$ 207,498	\$ 1,553,876	13.35%	-3.31%	\$ (51,481)

Westborough Water District
Sewer Fund Schedule of Income and Expense - Budget to Actual
For the Two Months Ended August 31, 2026

	August	Year to Date	2026-27 Budget	Percentage to Date	Percentage Variance	\$ Variance YTD Plan
Sanitary Sewer Operating Revenue:						
Sewer Svc. and Transfer Charges	\$ 333,999	\$ 667,534	\$ 3,988,541	16.74%	0.07%	\$ 2,777
Total Operating Revenue	333,999	667,534	3,988,541	16.74%	0.07%	2,777
Sanitary Sewer Operating Expense:						
Treatment & Disposal	261,572	523,143	3,138,857	16.67%	0.00%	-
Utilities	11,263	23,396	168,153	13.91%	2.75%	4,630
Repair of Pipelines	-	-	5,000	0.00%	16.66%	833
Repair of Pumps	-	-	21,000	0.00%	16.67%	3,500
Miscellaneous Sewer Expenses	-	-	53,151	0.00%	16.67%	8,858
Admin. and General Expenditure						
Salaries	7,014	11,526	108,224	10.65%	6.02%	6,511
Employee Benefits	824	18,331	51,361	35.69%	-19.02%	(9,771)
Payroll Taxes	216	906	10,735	8.44%	8.23%	883
OPEB Prefunding	-	-	595	0.00%	16.65%	99
Office Supplies and Postage	555	709	5,028	14.10%	2.57%	129
Memberships	-	-	500	0.00%	16.62%	83
Telephone	134	267	1,681	15.88%	0.77%	13
Water Conservation	30	30	2,400	1.25%	15.42%	370
Building & Grounds Maintenance	198	236	2,454	9.62%	7.05%	173
Parking Rentals	135	270	1,701	15.87%	0.82%	14
Directors Fees	687	1,500	7,750	19.35%	-2.68%	(208)
Engineering Services	-	126	20,213	0.62%	16.04%	3,243
Accounting	35	35	32,940	0.11%	16.56%	5,455
Legal	5,002	6,727	18,600	36.17%	-19.50%	(3,627)
Billing	1,966	2,359	23,832	9.90%	6.77%	1,613
Communications	2,831	4,382	20,065	21.84%	-5.17%	(1,038)
General Election	-	-	11,400	0.00%	16.67%	1,900
Insurance	3,619	9,097	55,158	16.49%	0.17%	96
Bad Debts (Note 1)	-	-	1,000	0.00%	16.70%	167
Miscellaneous	34	137	4,399	3.11%	13.55%	596
Banking and Cr. Card Fees	130	250	2,647	9.45%	7.22%	191
Total Admin. and General Expenditures	23,410	56,888	382,681	14.87%	1.80%	6,893
Operating Income (loss) before depreciation	296,245	603,427	3,768,842	16.01%	0.66%	24,713
Depreciation Expense	5,888	11,777	70,172	16.78%	-0.12%	(82)
Total Sanitary Sewer Operating Expense	302,133	615,204	3,839,014	16.03%	0.64%	24,632
Sanitary Sewer Operating Income (Loss)	31,866	52,330	149,527	35.00%	18.33%	27,409
Sanitary Sewer Non-operating Income (Expense):						
Property Taxes	15,661	26,869	233,681	11.50%	-5.17%	(12,078)
Investment Interest	10,657	23,647	34,102	69.34%	52.67%	17,963
Total Non-operating Income (Expense)	26,318	50,516	267,783	18.86%	2.20%	5,885
Net Income (Loss)	\$ 58,184	\$ 102,846	\$ 417,310	24.65%	7.98%	\$ 33,294

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: SEPTEMBER 30, 2026

LOCAL AGENCY INVESTMENT FUND
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginning Balance	\$5,004,584.85
		No Transactions	\$5,004,584.85
		Ending Balance	\$5,004,584.85

Total Investments Last Report Period = \$5,004,584.85
Total Investments at End of Report Period = \$5,004,584.85

Effective Interest Rate: 3.863%
(as of 08/26)

Approved by:



Patricia Mairena
General Manager

PM/pm

The investments of the Westborough Water District as of this date are in compliance with the District's Statement of Investment Policy as adopted by the Board on February 8, 1996. The District has a sufficient cash position to meet its expenditure requirements for the next six months.



State of California
Office of the
State Treasurer

LAIF Monthly Statements

LAIF Monthly Statement

WESTBOROUGH WATER DISTRICT
GENERAL MANAGER
P.O.BOX 2747
SOUTH SAN FRANCISCO, CA 94083-2747

LAIF Account #: 90-41-004

September 2026 Statement

No transactions were found for this reporting period.

Account Summary

Beginning Balance:	5,004,584.85
Total Deposit:	0.00
Total Withdrawal:	0.00
Ending Balance:	5,004,584.85

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: SEPTEMBER 30, 2026

MULTI-BANK SECURITIES, INC.
MONTHLY ACTIVITY REPORT

<u>DATE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSACTION BALANCE</u>
		Beginnning Balance	\$142,924.21
09/30/26	\$ 17.16	Change in Account Value	\$142,941.37
		Ending Balance	\$142,941.37

Total Investments Last Report Period = \$142,924.21
Total Investments at End of Report Period = \$142,941.37

Effective Interest Rate: 3.700%
(to maturity - 10/08/26)

Approved by:



Patricia Mairena
General Manager

PM/pm

The investments of the Westborough Water District as of this date are in compliance with the District's Statement of Investment Policy as adopted by the Board on February 8, 1996. The District has a sufficient cash position to meet its expenditure requirements for the next six months.



MULTI-BANK SECURITIES, INC.*

1000 Town Center, Suite 2300
Southfield, MI 48075
(800) 967-9045

Member of FINRA & SIPC; MSRB Registered.

Brokerage Account Statement

Scan for
Online Access



September 1, 2026 - September 30, 2026
Account Number: RMB-023565

WESTBOROUGH WATER DISTRICT
PO BOX 2747
S SAN FRAN CA 94083-2747

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$142,924.21
Net Change in Portfolio ¹	17.16
ENDING ACCOUNT VALUE	\$142,941.37
Estimated Annual Income	\$5,291.00

¹ Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

Asset Summary

Percent	Asset Type	Last Period	This Period
100%	Fixed Income/Debt Securities	142,924.21	142,941.37
100%	Account Total	\$142,924.21	\$142,941.37

Please review your allocation periodically with your Account Executive.
Your Account is 100% invested in Fixed Income/Debt Securities.

Client Service Information

Your Account Executive: MBP

PAUL REHMUS
MULTI-BANK SECURITIES
1000 TOWN CENTER, STE 2300
SOUTHFIELD MI 48075-1239

Contact Information

Business: (800) 967-4513
E-Mail: customerservice@mbssecurities.com

Client Service Information

Service Hours: Weekdays 09:00 a.m. - 05:00 p.m. (EST)
Client Service Telephone Number: (800) 967-9045
Web Site: WWW.MBSSECURITIES.COM

Your Account Information

INVESTMENT OBJECTIVE

Investment Objective: NONE SPECIFIED

Please discuss your investment objective with your Account Executive.

TAX LOT DEFAULT DISPOSITION METHOD

Default Method for Mutual Funds: First In First Out

Default Method for Stocks in a Dividend Reinvestment Plan: First In First Out

Default Method for all Other Securities: First In First Out

BOND AMORTIZATION ELECTIONS

Amortize premium on taxable bonds based on Constant Yield Method: Yes

Accrual market discount method for all other bond types: Constant Yield Method

Include market discount in income annually: No

ELECTRONIC DELIVERY

You have **not** enrolled any documents for electronic delivery. The following documents are available for electronic delivery:

Statements and Reports	Notifications	Tax Documents
Trade Confirmations	Prospectus	Proxy/Shareholder Communications

Please log in to your account or contact your Account Executive to make any changes to your electronic delivery preferences.

Income and Expense Summary

	Current Period		Year-to-Date	
	Taxable	Non Taxable	Taxable	Non Taxable
Interest Income				
Bond Interest	0.00	0.00	2,638.25	0.00
Total Income	\$0.00	\$0.00	\$2,638.25	\$0.00

Portfolio Holdings

Description	Quantity	Market Price	Market Value	Accrued Interest	Estimated Annual Income	Estimated Yield
FIXED INCOME/DEBT SECURITIES 100.00% of Portfolio (In Maturity Date Sequence)						
Certificates of Deposit						
*VALLEY NATL BK PASSAIC N J CTF DEP 3.700% 10/08/26 B/E DTD 10/08/24 ACT/365 1ST CPN DTE 04/08/25 Security Identifier: 919853PF2	143,000.0000	99.9590	142,941.37	2,536.78	5,291.00	3.70%
Total Certificates of Deposit	143,000.0000		\$142,941.37	\$2,536.78	\$5,291.00	
TOTAL FIXED INCOME/DEBT SECURITIES	143,000.0000		\$142,941.37	\$2,536.78	\$5,291.00	
Total Portfolio Holdings				Market Value	Accrued Interest	Estimated Annual Income
				\$142,941.37	\$2,536.78	\$5,291.00



MBS MULTI-BANK SECURITIES, INC.*

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September 1, 2026 - September 30, 2026
WESTBOROUGH WATER DISTRICT

Portfolio Holdings (continued)

¹ This bond is maturing.

Portfolio Holdings Disclosures

Pricing

This section includes the net market value of the securities in your account on a settlement date basis, including short positions, at the close of the statement period. The market prices, unless otherwise noted, have been obtained from independent vendor services, which we believe to be reliable. In some cases the pricing vendor may provide prices quoted by a single broker or market maker. Market prices do not constitute a bid or an offer, and may differ from the actual sale price. Securities for which a price is not available are marked "N/A" and are omitted from the Total.

THE AS OF PRICE DATE ONLY APPEARS WHEN THE PRICE DATE DOES NOT EQUAL THE STATEMENT DATE.

Estimated Annual Figures

The estimated annual income (EAI) and estimated annual yield (EAY) figures are estimates and for informational purposes only. These figures are not considered to be a forecast or guarantee of future results. These figures are computed using information from providers believed to be reliable; however, no assurance can be made as to the accuracy. Since interest and dividend rates are subject to change at any time, and may be affected by current and future economic, political, and business conditions, they should not be relied on for making investment, trading, or tax decisions. These figures assume that the position quantities, interest and dividend rates, and prices remain constant. A capital gain or return of principal may be included in the figures for certain securities, thereby overstating them. Refer to www.bny.com/pershing/us/en/disclosures.html for specific details as to formulas used to calculate the figures. Accrued interest represents interest earned but not yet received.

Reinvestment

The dollar amount of Mutual Fund distributions, Money Market Fund dividend income, Bank Deposit interest income, or dividends for other securities shown on your statement may have been reinvested. You will not receive confirmation of these reinvestments. Upon written request to your financial institution, information pertaining to these transactions, including the time of execution and the name of the person from whom your security was purchased, may be obtained. In dividend reinvestment transactions, Pershing acts as your agent and receives payment for order flow.

Option Disclosure

Information with respect to commissions and other charges incurred in connection with the execution of option transactions has been included in confirmations previously furnished to you. A summary of this information is available to you promptly upon your written request directed to your introducing firm. In order to assist your introducing firm in maintaining current background and financial information concerning your option accounts, please promptly advise them in writing of any material change in your investment objectives or financial situation. Expiring options which are valuable are exercised automatically pursuant to the exercise by exception procedure of the Options Clearing Corporation. Additional information regarding this procedure is available upon written request to your introducing firm.

Certificates of Deposit

Certificates of Deposit acquired through the Certificate of Deposit Account Registry Service ("CDARS") and held in your brokerage account are subject to Securities Investor Protection Corporation (SIPC) coverage. Please see additional information about SIPC under Important Information and Disclosures on this statement.

Please be advised that the secondary market for CDs is generally illiquid; the actual value of CDs may be different from their purchase price; and a significant loss of principal could result if your CDs are sold prior to maturity. In the event that the CDs listed above do not indicate a market valuation, an accurate market value could not be determined. In the event

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Portfolio Holdings Disclosures (continued)

Certificates of Deposit (continued)

that a price is listed above for your CDs, Pershing has obtained a price from sources deemed to be reliable or has priced your CDs using a matrix formula. Prices are estimates and the actual value you may obtain for your CD may be different if you elect to sell your CD in the secondary market.

Foreign Currency Transactions

Pershing will execute foreign currency transactions as principal for your account. Pershing may automatically convert foreign currency to or from U.S. dollars for dividends and similar corporate action transactions unless you instruct your financial organization otherwise. Pershing's currency conversion rate will not exceed the highest interbank conversion rate identified from customary banking sources on the conversion date or the prior business day, increased by up to 1%, unless a particular rate is required by applicable law. Your financial organization may also increase the currency conversion rate. This conversion rate may differ from rates in effect on the date you executed a transaction, incurred a charge, or received a credit. Transactions converted by agents (such as depositories) will be billed at the rates such agents use.

Proxy Vote

Securities not fully paid for in your margin account may be lent by Pershing to itself or others in accordance with the terms outlined in the Margin Agreement. The right to vote your shares held on margin may be reduced by the amount of shares on loan. The Proxy Voting Instruction Form sent to you may reflect a smaller number of shares entitled to vote than the number of shares in your margin account.

Variable Rate Securities

Interest rate data for certain complex and/or variable rate securities is provided to Pershing by third-party data service providers pursuant to contractual arrangements. Although we seek to use reliable sources of information, the accuracy, reliability, timeliness, and completeness of interest rate data may vary sometimes, particularly for complex and/or variable rate securities and those with limited or no secondary market. As a result, we can offer no assurance as to the accuracy, reliability, timeliness, or completeness of interest rate data for such securities. Pershing may also occasionally make interest rate updates and adjustments based on its reasonable efforts to obtain accurate, reliable, timely, and/or complete interest rate data from other data sources, but we can similarly provide no assurance that those rates or adjustments will be accurate, reliable, timely, or complete.

When updated interest rate data is received from a third-party data service provider or adjusted by Pershing, the updated data will be reflected in various sources where interest rate data is used or viewed, including both paper and electronic communications and data sources. Prior use or communication of interest rate-related data will not be revised. Since variable interest rates may be subject to change at any time and are only as accurate as the data received from third-party data service providers or otherwise obtained by Pershing, interest rate data should not be relied on for making investment, trading, or tax decisions. All interest rate data and other information derived from and/or calculated using interest rates are not warranted as to accuracy, reliability, timeliness, or completeness and are subject to change without notice. Pershing disclaims any responsibility or liability to the fullest extent permitted by applicable law for any loss or damage arising from any reliance on or use of the interest rate data or other information derived from and/or calculated using interest rates in any way. You should request a current valuation for your securities from your financial adviser or broker prior to making a financial decision or placing an order or requesting a transaction in these securities.

Structured Products

Structured products in this section are complex products and may be subject to special risks, which may include, but are not limited to: loss of initial investment; issuer credit risk; limited or no appreciation; risks associated with the underlying reference asset(s); no periodic payments; call prior to maturity (a redemption could affect the yield represented); early redemption fees or other applicable fees; price volatility resulting from issuer's and/or guarantor's credit quality; lower interest rates and/or yield compared to conventional debt with a comparable maturity; unique tax implications; concentration risk of owning the related security; limited or no secondary market; restrictions on transferability; conflicts of interest; and limits on participation in appreciation of underlying asset(s). To review a complete list of risks, please refer to the offering documents for the structured product. For more information about the risks specific to your structured products, you should contact your financial institution or advisor. Certain structured products are designed to make periodic distributions to you and any such structured product distributions you receive will be listed in the Transactions section of your statement. Structured product distributions may be listed there as "Bond Interest Received"; however, this description is not intended to reflect a determination as to either the asset classification of the product or the U.S. tax treatment of such distributions.

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September 1, 2026 - September 30, 2026
WESTBOROUGH WATER DISTRICT

Activity Summary (All amounts shown are in base currency)

	Credits This Period	Debits This Period	Net This Period	Credits Year-to-Date	Debits Year-to-Date	Net Year-to-Date
Dividends and Interest	\$0.00	\$0.00	\$0.00	\$2,638.25	\$0.00	\$2,638.25
Cash						
Withdrawals	0.00	0.00	0.00	0.00	-2,638.25	-2,638.25
Total Cash	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,638.25	-\$2,638.25
Totals	\$0.00	\$0.00	\$0.00	\$2,638.25	-\$2,638.25	\$0.00

Messages

Pursuant to the Securities Exchange Act of 1934, Pershing LLC (Pershing), a company of Bank of New York Mellon Corporation, provides individual investors with certain financial information on a semi-annual basis. Pershing's June Statement of Financial Condition is now available. On June 30, 2026, Pershing's net capital of \$3.9 billion was 18.14% of aggregate debit balances and exceeded the minimum requirements by \$3.4 billion.

A copy of the June 30, 2026, Statement of Financial Condition is available at www.pershing.com/us/en/statement-of-financial-condition.html. You may also request a free, printed copy by calling (888) 860-8510 or (201) 413-3333, option 1.

Although a money market mutual fund (money fund) seeks to preserve the value of your investment at \$1 per share, it is possible to lose money by investing in a money fund. The money fund's sponsor has no legal obligation to provide financial support to a money fund, and you should not expect that the sponsor will provide financial support to a money fund at any time, including during periods of market stress. Although no money fund's board has current intentions to impose a fee upon the sale of shares, each board reserves the ability to impose liquidity fees if it determines it's in the best interest of the fund. Pursuant to SEC Rule 10b-10(b)(1) confirmations are not sent for purchases into money funds processed on the sweep platform. Pursuant to applicable regulation, account statements will be produced monthly or quarterly. Federal Deposit Insurance Corporation (FDIC) eligible bank deposit sweep products automatically deposit any available cash into FDIC member banks where those balances are eligible for pass-through FDIC insurance coverage on swept balances, based on account type pursuant to FDIC regulation and subject to certain conditions. The name and amount at each FDIC member bank holding balances in FDIC eligible bank deposit sweep products are reported in the section of this statement titled "FDIC Eligible Bank Deposits" on or around the 15th day of each calendar month (Reporting Date). The bank deposit sweep balances available on the Reporting Date may not reflect changes to your bank sweep deposit balances between the Reporting Date and the calendar month end. Balances in FDIC member banks in bank deposit sweep products are not protected by Securities Investor Protection Corporation (SIPC). Shares of a money fund or the balance of a bank deposit product held in your brokerage account may be liquidated upon request with the proceeds credited to your brokerage account. Please see the money fund's prospectus or the bank deposit product's disclosure document or contact your advisor for additional information.

Cash Not Yet Received

Security	Record Date	Payable Date	Quantity Held	Rate	Dividend Option	Amount of Payment
Interest VALLEY NATL BK PASSAIC N J CTF DEP 3.700% 10/08/26 B/E	09/23/26	10/08/26	143,000.0000	0.018551	Cash	2,652.75
Total Cash Not Yet Received						\$2,652.75

Assets shown here are not reflected in your account. This information has been received from sources we believe to be reliable. Pershing does not guarantee the accuracy of the information.

Important Information and Disclosures

The Role of Pershing

- **Pershing LLC, member FINRA, NYSE, carries your account as clearing broker pursuant to a clearing agreement with your financial institution.** Pershing is not responsible or liable for any acts or omissions of your financial institution or its employees and it does not supervise them. Pershing provides no investment advice nor does it assess the suitability of any transaction or order. Pershing acts as the agent of your financial institution and you agree that you will not hold Pershing or any person controlling or under common control with it liable for any investment losses incurred by you.
- Pershing performs several key functions at the direction of your financial institution. It acts as custodian for funds and securities you may deposit with it directly or through your financial institution or that it receives as the result of securities transactions it processes.
- Your financial institution is responsible for adherence to the securities laws, regulations and rules which apply to it regarding its own operations and the supervision of your account, its sales representatives and other personnel. Your financial institution is also responsible for approving the opening of accounts and obtaining account documents; the acceptance and, in certain instances, execution of securities orders; the assessment of the suitability of those transactions, where applicable; the rendering of investment advice, if any, to you and in general, for the ongoing relationship that it has with you.
- Inquiries concerning the positions and balances in your account may be directed to the **Pershing Customer Service Department at (201) 413-3333**. All other inquiries regarding your account or activity should be directed to your financial institution. Your financial organization's contact information can be found on the first page of this statement.
- For a description of other functions performed by Pershing please consult the Disclosure Statement provided to you upon the opening of your account. This notice is not meant as a definitive enumeration of every possible circumstance, but as a general disclosure. If you have any questions regarding this notice or if you would like additional copies of the Disclosure Statement, please contact your financial institution.
- Pershing is a member of the Securities Investor Protection Corporation (SIPC®). Please note that SIPC does not protect against loss due to market fluctuation. An explanatory brochure is available upon request at www.sipc.org. In addition to SIPC protection, Pershing provides coverage in excess of SIPC limits. For more detailed information please visit: www.bny.com/pershing/us/en/about/strength-and-stability.html
- This statement will be deemed conclusive. You are advised to report any inaccuracy or discrepancy (including unauthorized trading) promptly, but no later than ten days after receipt of this statement, to your financial organization and Pershing. Please be advised that any oral communication should be re-confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.
- Your financial organization's contact information can be found on the first page of this statement. Pershing's contact information is as follows: **Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330**. Errors and Omissions excepted.

Important Arbitration Disclosures

- All parties to this agreement are giving up the right to sue each other in court, including the right to a trial by jury, except as provided by the rules of the arbitration forum in which a claim is filed.
- Arbitration awards are generally final and binding; a party's ability to have a court reverse or modify an arbitration award is very limited.
- The ability of the parties to obtain documents, witness statements and other discovery is generally more limited in arbitration than in court proceedings.
- The arbitrators do not have to explain the reason(s) for their award, unless, in an eligible case, a joint request for an explained decision has been submitted by all parties to the panel at least 20 days prior to the first scheduled hearing date.
- The panel of arbitrators will typically include a minority of arbitrators who were or are affiliated with the securities industry.
- The rules of some arbitration forums may impose time limits for bringing a claim in arbitration. In some cases, a claim that is ineligible for arbitration may be brought in court.
- The rules of the arbitration forum in which the claim is filed, and any amendments thereto, shall be incorporated into this agreement.

September 1, 2026 - September 30, 2026
WESTBOROUGH WATER DISTRICT**Important Information and Disclosures (continued)****Important Arbitration Agreement**

Any controversy between you and Pershing LLC shall be submitted to arbitration before the Financial Industry Regulatory Authority. No person shall bring a putative or certified class action to arbitration, nor seek to enforce any predispute arbitration agreement against any person who has initiated in court a putative class action, who is a member of a putative class who has not opted out of the class with respect to any claims encompassed by the putative class action until; (I) the class certification is denied; (II) the class is decertified; or (III) the client is excluded from the class by the court. Such forbearance to enforce an agreement to arbitrate shall not constitute a waiver of any rights under this agreement except to the extent stated herein. The laws of the State of New York govern.

Pershing's contact information is as follows: **Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330.**

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TERMS AND CONDITIONS

GENERAL INFORMATION

- WHENEVER YOU ARE INDEBTED TO PERSHING LLC ("BNY PERSHING") FOR ANY AMOUNT, ALL SECURITIES HELD BY IT FOR YOU IN ANY ACCOUNT IN WHICH YOU HAVE ANY INTEREST SHALL SECURE ALL YOUR LIABILITIES TO BNY PERSHING, AND BNY PERSHING MAY IN ITS DISCRETION AT ANY TIME, WITHOUT TENDER, DEMAND OR NOTICE TO YOU, CLOSE OR REDUCE ANY OR ALL OF YOUR ACCOUNTS BY PUBLIC OR PRIVATE SALE OR PURCHASE OR BOTH OF ALL OR ANY SECURITIES CARRIED IN SUCH ACCOUNTS; ANY BALANCE REMAINING DUE BNY PERSHING TO BE PROMPTLY PAID BY YOU.
- WHENEVER YOU ARE INDEBTED TO BNY PERSHING FOR ANY AMOUNT, ALL SECURITIES CARRIED FOR YOUR ACCOUNT ARE OR MAY BE, WITHOUT FURTHER NOTICE TO YOU, LOANED OR PLEDGED BY BNY PERSHING, EITHER SEPARATELY OR UNDER CIRCUMSTANCES WHICH WILL PERMIT THE COMMINGLING THEREOF, WITH OTHER SECURITIES FOR ANY AMOUNT LESS THAN, EQUAL TO OR GREATER THAN YOUR LIABILITIES TO BNY PERSHING, BUT NOT UNDER CIRCUMSTANCES FOR AN AMOUNT PROHIBITED BY LAW.
- BNY PERSHING MAY TRADE FOR ITS OWN ACCOUNT AS A MARKET MAKER, SPECIALIST, ODD LOT DEALER, BLOCK POSITIONER, ARBITRAGEUR, OR INVESTOR. CONSEQUENTLY, AT THE TIME OF ANY TRANSACTION YOU MAY MAKE, BNY PERSHING MAY HAVE A POSITION IN SUCH SECURITIES, WHICH POSITION MAY BE PARTIALLY OR COMPLETELY HEDGED.
- IF AVERAGE PRICE TRANSACTION IS INDICATED ON THE FRONT OF THIS STATEMENT YOUR FINANCIAL INSTITUTION OR BNY PERSHING MAY HAVE ACTED AS PRINCIPAL, AGENT, OR BOTH. DETAILS AVAILABLE UPON REQUEST.
- A FINANCIAL STATEMENT OF BNY PERSHING IS AVAILABLE FOR YOUR PERSONAL INSPECTION AT BNY PERSHING'S OFFICES. A COPY OF IT WILL BE MAILED UPON YOUR WRITTEN REQUEST OR YOU CAN VIEW IT ONLINE AT www.bny.com/pershing.
- FOR BUSINESS CONTINUITY AND ADDITIONAL DISCLOSURES: www.bny.com/pershing/us/en/disclosures.html
- THIS STATEMENT SHOULD BE RETAINED FOR YOUR RECORDS.

TRANSACTIONS

- ALL ORDERS AND TRANSACTIONS SHALL BE SOLELY FOR YOUR ACCOUNT AND RISK SHALL BE SUBJECT TO THE CONSTITUTION, RULES, REGULATIONS, CUSTOMS, USAGES, RULINGS AND INTERPRETATIONS OF THE EXCHANGE OR MARKET AND THE CLEARING FACILITY, IF ANY, WHERE THE TRANSACTIONS ARE EXECUTED AND/OR SETTLED, OR IF APPLICABLE, OF THE FINANCIAL INDUSTRY REGULATORY AUTHORITY AND TO ALL APPLICABLE LAWS AND REGULATIONS.
- TITLE TO SECURITIES SOLD TO YOU, WHERE BNY PERSHING HAS ACTED AS PRINCIPAL, SHALL REMAIN WITH BNY PERSHING UNTIL THE ENTIRE PURCHASE PRICE IS RECEIVED OR UNTIL THE SETTLEMENT DATE, WHICHEVER IS LATER.
- YOU MAY HAVE RECEIVED CONFIRMATIONS FOR TRANSACTIONS WHICH DO NOT APPEAR ON YOUR STATEMENT. IF SO, THE TRANSACTIONS WILL APPEAR ON YOUR NEXT PERIODIC STATEMENT. SUCH TRANSACTIONS MUST BE CONSIDERED BY YOU WHEN COMPUTING THE VALUE OF YOUR ACCOUNT. THIS IS ESPECIALLY TRUE IF YOU HAVE WRITTEN OPTIONS WHICH HAVE BEEN EXERCISED.

FREE CREDIT BALANCES: ANY FREE CREDIT BALANCE CARRIED FOR YOUR ACCOUNT REPRESENTS FUNDS PAYABLE UPON DEMAND WHICH, ALTHOUGH PROPERLY ACCOUNTED FOR ON BNY PERSHING'S BOOKS OF RECORD, ARE NOT SEGREGATED AND MAY BE USED IN THE CONDUCT OF ITS BUSINESS.

DEBIT BALANCES: INTEREST CHARGED ON DEBIT BALANCES IN YOUR ACCOUNT APPEARS ON THE STATEMENT. THE RATE OF INTEREST AND PERIOD COVERED ARE INDICATED. THE RATE MAY CHANGE FROM TIME TO TIME DUE TO FLUCTUATIONS IN MONEY RATES OR OTHER REASONS. INTEREST IS COMPUTED AS DESCRIBED IN MATERIAL PREVIOUSLY FURNISHED TO YOU. PLEASE CONTACT YOUR FINANCIAL INSTITUTION IF YOU DESIRE ADDITIONAL COPIES.

MARGIN INFORMATION: IF YOU MAINTAIN A MARGIN ACCOUNT, THIS IS A COMBINED STATEMENT OF YOUR GENERAL ACCOUNT AND A SPECIAL MEMORANDUM ACCOUNT MAINTAINED FOR YOU UNDER REGULATION T OF THE BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM. THE PERMANENT RECORD OF THE SEPARATE ACCOUNT AS REQUIRED BY REGULATION T IS AVAILABLE FOR YOUR INSPECTION UPON REQUEST.

TAX INFORMATION

- AFTER YEAR END, BNY PERSHING IS REQUIRED TO PROVIDE TAX INFORMATION TO THE INTERNAL REVENUE SERVICE AND OTHER GOVERNMENTAL AUTHORITIES. AT THAT TIME BNY PERSHING WILL PROVIDE THAT INFORMATION ON THE ANNUAL TAX INFORMATION STATEMENT TO YOU; USE THAT STATEMENT TO PREPARE YOUR TAX FILINGS. THE TAX STATEMENT ALSO INCLUDES OTHER USEFUL INFORMATION TO ASSIST IN ACCUMULATING THE DATA TO PREPARE YOUR TAX RETURNS.
- DIVIDENDS, INTEREST AND OTHER DISTRIBUTIONS SHOWN ON THIS STATEMENT WERE CLASSIFIED AS TAXABLE OR NONTAXABLE BASED ON CERTAIN INFORMATION KNOWN AS OF THE DISTRIBUTION DATE. THIS CLASSIFICATION IS SUBJECT TO CHANGE AND IS SOLELY INTENDED FOR USE AS GENERAL INFORMATION.

- BNY PERSHING DOES NOT PROVIDE TAX, INVESTMENT OR LEGAL ADVISORY SERVICES AND NO ONE ASSOCIATED WITH BNY PERSHING IS AUTHORIZED TO RENDER SUCH ADVICE. DO NOT RELY UPON ANY SUCH ADVICE, IF GIVEN. INVESTORS ARE ENCOURAGED TO CONSULT THEIR TAX ADVISORS TO DETERMINE THE APPROPRIATE TAX TREATMENT OF THEIR BUSINESS.

PAYMENT FOR ORDER FLOW AND ORDER ROUTING POLICY DISCLOSURES (REGULATION NMS – RULE 607 (A) (1) – (2))

BNY PERSHING SENDS EQUITY AND OPTION ORDERS TO EXCHANGES, OR BROKER-DEALERS AS MARKET MAKERS OR AUTOMATED TRADING SYSTEMS (ATSS). CERTAIN OF THESE VENUES PROVIDE PAYMENTS TO BNY PERSHING OR CHARGE ACCESS FEES TO BNY PERSHING DEPENDING UPON THE CHARACTERISTICS OF THE ORDER AND ANY SUBSEQUENT EXECUTION. THE DETAILS OF THESE PAYMENTS AND FEES ARE AVAILABLE UPON WRITTEN REQUEST. COMPENSATION IS GENERALLY IN THE FORM OF A PER SHARE OR PER OPTION CONTRACT CASH PAYMENT. IN ADDITION, BNY PERSHING EXECUTES CERTAIN TRANSACTIONS IN EQUITY PREFERRED SECURITIES AND FRACTIONAL SHARES AS PRINCIPAL. BNY PERSHING ALSO ROUTES CERTAIN EQUITY ORDERS TO ITS AFFILIATE, BNY MELLON CAPITAL MARKETS, LLC, FOR EXECUTION AS PRINCIPAL.

BEST EXECUTION: NOTWITHSTANDING THE PREVIOUS PARAGRAPH REGARDING PAYMENT FOR ORDER FLOW, BNY PERSHING SELECTS CERTAIN MARKET CENTERS TO PROVIDE EXECUTION OF OVER-THE-COUNTER AND EXCHANGE-LISTED SECURITIES TRANSACTIONS WHICH AGREE TO ACCEPT ORDERS, TRANSMITTED ELECTRONICALLY UP TO A SPECIFIED SIZE, AND TO EXECUTE THEM AT OR BETTER THAN THE NATIONAL BEST BID OR OFFER (NBBO). IN CERTAIN SECURITIES THAT ARE NOT ELECTRONICALLY QUOTED, BNY PERSHING DIRECTLY CONTACTS MARKET CENTERS TO OBTAIN AN EXECUTION. THE DESIGNATED MARKET CENTERS TO WHICH ORDERS ARE AUTOMATICALLY ROUTED ARE SELECTED BASED ON THE CONSISTENT HIGH QUALITY OF THEIR EXECUTIONS AND THEIR ABILITY TO PROVIDE OPPORTUNITIES FOR EXECUTIONS AT PRICES SUPERIOR TO THE NBBO. BNY PERSHING ALSO REGULARLY REVIEWS REPORTS FOR QUALITY OF EXECUTION PURPOSES.

IF ANY OF THE ABOVE TERMS AND CONDITIONS ARE UNACCEPTABLE TO YOU, PLEASE NOTIFY BNY PERSHING IMMEDIATELY IN WRITING BY CERTIFIED MAIL TO ONE PERSHING PLAZA, JERSEY CITY, NJ 07399, ATTN: LEGAL DEPT

CLAIMS REGISTER: SEPTEMBER 2026

1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 84,991.35

Checks Issued During Month:

Actuarial Consulting Group LLC (FY25 GASB 75 Disclosure Report)	2,250.00
ACWA-JPIA (Health Benefits & Ins.-10/26)	15,656.89
Aqua-Metric Sales (2 Omni Meters 3")	3,943.46
Art's Peninsula Locksmith (Fire Proof Cabinet Lock Housing & Copies of Keys)	198.05
AT&T Mobility (Field & Office Cell Phones, 08/03-09/02)	460.52
BAWSCA (Water Loss Control Program, 07/26)	2,717.75
Bay Alarm (Office Burglar & Fire Alarm Monitoring, 10/01/26-12/31/26)	421.11
CalPERS (Retirement Contributions-09/15/26)	7,028.31
CalPERS (Retirement Contributions-09/30/26)	7,028.26
CalPERS (GASB-68 Reporting for FY 2026)	350.00
Chavan & Associates, LLP (Accounting Services 06/26 & 07/26)	5,500.00
Colina Association (Three Parking Spaces Rental, 10/26)	450.00
Corbin Willits Systems (Software Maintenance, 07/26-09/26)	3,034.40
Direct Line (Answering Service, 08/15-09/14)	327.82
EFTPS (Employment Taxes-09/15/26)	11,329.22
EFTPS (Employment Taxes-09/30/26)	11,378.95
EDD (Employment Taxes-09/15/26)	3,179.31
EDD (Employment Taxes-09/30/26)	3,155.88
Hanson Bridgett LLP (Special Legal Services & Monthly Retainer-08/26)	6,552.50
Home Depot Credit Services (Field Supplies to 09/13/26)	316.00
Liftoff Digital, LLC (Web Reporting, Hosting & CRM, 09/26)	200.00
Lowe's Business (Field Supplies to 09/17/26)	532.76
Mairena, Patricia (GM Mairena's Internet Services, 08/27-09/26 & 08/26 Gym Membership)	84.99
New Resources Group, Inc. (Water Conservation Buckets)	2,374.64
O'Reilly Auto Parts (Field Truck Supplies)	174.61
PG&E (Summary Bill to 09/18/26)	26,936.98
Pakpour Consulting Group (Engineering Services, 08/26)	20,984.51
Precise Printing & Mailing (Printing & Mailing, 09/15/26 Bills)	1,022.33
Quadient Finance USA, Inc. (Postage Meter Refill)	500.00
SMC Environmental Health (Westborough, Rowntree & Avalon Sewer P.S. Generator Permits)	1,812.00
SF Water Dept. (Water Purchases, 08/07-09/04)	187,855.88
So. SF Scavengers (Garbage Services, 08/26)	126.81
Standard Plumbing Supply Co. (Field Inventory)	285.45
Tri Counties Bank (Monthly Charges Ending 08/31/26)	4,520.62
Underground Republic Water Works (Field Inventory & Freight)	13,577.87
WEX Bank (Wright Express-Gas Purchases to 09/15/26)	1,093.24
Xerox Business Solutions (Xerox Copier Maintenance Agreement, 08/19-09/18)	204.58

SUB-TOTAL \$ 432,557.05

Updated Checks Voided During Month:

Actuarial Consulting Group LLC - Voided Ck #026627	(2,250.00)
--	------------

TOTAL CLAIMS REGISTER AMOUNT \$ 430,307.05

REPORT.: Oct 05 26 Monday
 RUN....: Oct 05 26 Time: 11:30
 Run By.: Wendy Bellinger
 Control Date.: 10/05/26

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

PAGE: 001
 ID #: PY-RP
 CTL.: 000

Posting Period.: 10-26 Fiscal Period.: (04 27) Cash Account No.: 13110

VENDOR I.D.: AQU01 (AQUA-METRIC SALES, CO.)

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account # Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
INV116277-	(6) SENSUS DRIVE SOCKETS #27	09/21/26	10 26	A	59450	203.30	.00	203.30
		09/21/26	04-27					
** Vendor's Subtotal ----->						203.30	.00	203.30

VENDOR I.D.: ART01 (ART'S PENINSULA LOCKSMITH)

446066-	COPIES OF (2) KEYES	10/02/26	10-26	A	59450	128.55	.00	128.55
		10/02/26	04-27					
** Vendor's Subtotal ----->						128.55	.00	128.55

VENDOR I.D.: BAY01 (B.A.W.S.C.A.)

9716-	WATER LOSS CONTROL PROGRAM, 08/26	09/17/26	10-26	A	59450	8093.25	.00	8093.25
		09/17/26	04-27					
** Vendor's Subtotal ----->						8093.25	.00	8093.25

VENDOR I.D.: CAS01 (PETTY CASH)

093026-	MISC EXPENSES, 09/26	09/30/26	10-26	A	59450	44.87	.00	44.87
		09/30/26	04 27					
** Vendor's Subtotal ----->						44.87	.00	44.87

VENDOR I.D.: DU 01 (DU, TIEN M.)

092526-	ONE WWD WASHING MACHINE REBATE FOR ACCT NO DU 0001	09/25/26	10-26	A	59450	100.00	.00	100.00
		09/25/26	04-27					
** Vendor's Subtotal ----->						100.00	.00	100.00

VENDOR I.D.: HAC01 (HACH COMPANY)

15176564-	WATER SAMPLING SUPPLIES	09/17/26	10-26	A	59450	354.86	.00	354.86
		09/17/26	04-27					
** Vendor's Subtotal ----->						354.86	.00	354.86

VENDOR I.D.: HON01 (HONG, FANNY L.)

091426-	ONE WWD HET REBATE FOR ACCT NO HON0014	09/14/26	10-26	A	59450	50.00	.00	50.00
		09/14/26	04-27					
** Vendor's Subtotal ----->						50.00	.00	50.00

VENDOR I.D.: KYA02 (KYAUK, STEVEN)

100526-	TWO WWD HET REBATES FOR ACCT NO HAN0053	10/05/26	10-26	A	59450	100.00	.00	100.00
		10/05/26	04-27					
** Vendor's Subtotal ----->						100.00	.00	100.00

VENDOR I.D.: LIF01 (LIPTOFF DIGITAL, LLC)

38146-	WEB REPORT, HOSTING & CRM	10/01/26	10-26	A	59450	200.00	.00	200.00
		10/01/26	04-27					
** Vendor's Subtotal ----->						200.00	.00	200.00

VENDOR I.D.: SEL01 (SELERUM, INC.)

REPORT.: Oct 05 26 Monday
 RUN....: Oct 05 26 Time: 11:30
 Run By.: Wendy Bellinger
 Control Date.: 10/05/26

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

PAGE: 002
 ID #: PY-RP
 CTL.: 000

Posting Period.: 10-26 Fiscal Period.: (04-27) Cash Account No.: 13110

VENDOR I.D.: SEL01 (SELERUM, INC.)

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal						
64470-	EXAMINE WBWD-SERVER2019, CHECK CLOUDBERRY BACK UP	09/18/26	10-26	A	59450		677.50	.00	677.50
		09/18/26	04-27						
64648-	PHISHING EMAIL & CALL W/ MANUEL, TAUS & PATY	10/02/26	10-26	A	59450		470.00	.00	470.00
		10/02/26	04-27						
** Vendor's Subtotal - ---->							1147.50	.00	1147.50

VENDOR I.D.: UND04 (UNDERGROUND REPUBLIC WATER WORKS)

S163587.3-	FIELD INVENTORY	09/11/26	10-26	A	59450		5827.77	.00	5827.77
		09/11/26	04-27						
S163587.4-	FREIGHT FOR FIELD INVENTORY	09/23/26	10-26	A	59450		465.53	.00	465.53
		09/23/26	04-27						
** Vendor's Subtotal - ---->							6293.30	.00	6293.30

VENDOR I.D.: WES02 (W.W.D. PAYROLL ACCOUNT)

093026-	PAYROLL TRANSFER, 09/26	09/30/26	10-26	A	59450		58113.18	.00	58113.18
		09/30/26	04-27						
** Vendor's Subtotal - ---->							58113.18	.00	58113.18

VENDOR I.D.: XIO01 (XIO, INC.)

200214833-	CLOUD-BASED MONITORING CELL ACCESS, 09/26-08/27	09/28/26	10-26	A	59450		9360.00	.00	9360.00
		09/28/26	04-27						
** Vendor's Subtotal - ---->							9360.00	.00	9360.00

VENDOR I.D.: \A003 (DAVID DE SOTOMAYOR & MARIA AVILES)

000C60901-	MQ CUSTOMER REFUND FOR AVI0005	10/01/26	10-26	Z	59450		3.21	.00	3.21
		10/01/26	04-27						
** Vendor's Subtotal - ---->							3.21	.00	3.21

VENDOR I.D.: \C010 (CAROL Y CAI)

000C60901-	MQ CUSTOMER REFUND FOR CAI0007	10/01/26	10-26	Z	59450		123.11	.00	123.11
		10/01/26	04-27						
** Vendor's Subtotal - ---->							123.11	.00	123.11

VENDOR I.D.: \L030 (OLGA S. EGOROVA & ALEX LI)

000C60901-	MQ CUSTOMER REFUND FOR LI 0050	10/01/26	10-26	Z	59450		42.29	.00	42.29
		10/01/26	04-27						
** Vendor's Subtotal - ---->							42.29	.00	42.29

VENDOR I.D.: \L031 (PETER PEI XIONG LI)

000C60901-	MQ CUSTOMER REFUND FOR LI 0075	10/01/26	10-26	Z	59450		75.40	.00	75.40
		10/01/26	04-27						
** Vendor's Subtotal - ---->							75.40	.00	75.40

VENDOR I.D.: \L032 (ANNIE LUM)

000C60901-	MQ CUSTOMER REFUND FOR LUM0024	10/01/26	10-26	Z	59450		102.46	.00	102.46
		10/01/26	04-27						
** Vendor's Subtotal - ---->							102.46	.00	102.46

VENDOR I.D.: \R009 (ESTATE OF ROSARIO G. RELAMPAGOS)

				Invoice Date	Actual Period				
Invoice	No	Description		Due Date	Fiscal Tm	G/L Account # Discount	Gross Amount	Discount Amount	Net Amount
000C60901-	MQ	CUSTOMER REFUND FOR REL0002		10/01/26	10-26	Z 59450	53.11	.00	53.11
				10/01/26	04 27				
** Vendor's Subtotal ----->							53.11	.00	53.11

VENDOR I.D.: \T009 (SHELLI THOMAS)

000C60901-	MQ CUSTOMER REFUND FOR THO0045	10/01/26	10-26	Z	59450	103.74	.00	103.74
		10/01/26	04-27					
					** Vendor's Subtotal ----->	103.74	.00	103.74

VENDOR I.D.: \T010 (KIMBERLY TIEU)

000C60901-	MQ CUSTOMER REFUND FOR TIE0004	10/01/26	10-26	Z	59450	49.80	.00	49.80
		10/01/26	04-27					
					** Vendor's Subtotal ----->	49.80	.00	49.80

VENDOR I.D.: \T020 (KEYNES TONG)

000C60901- MQ CUSTOMER REFUND FOR TON0034	10/01/26	10-26	Z	59450	74.05	.00	74.05
	10/01/26	04-27					
				** Vendor's Subtotal ----->	74.05	.00	74.05

VENDOR I.D.: \W003 (KARTIKA WIDJAJA)

000C60901-	MQ CUSTOMER REFUND FOR WID0001	10/01/26	10-26	Z	59450	12.50	.00	12.50
		10/01/26	04-27					

VENDOR I.D.: \Z009 (MITHUN ZALPURI)

000C60901-	MQ CUSTOMER REFUND FOR ZAL0002	10/01/26	10-26	Z	59450	121.83	.00	121.83
		10/01/26	04-27					
				** Vendor's Subtotal	----->	121.83	.00	121.83

VENDOR I.D.: \Z010 (HONG YING ZHOU)

000C60901-	MQ CUSTOMER REFUND FOR ZHO0011	10/01/26	10-26	Z	59450	41.04	.00	41.04
		10/01/26	04-27					

				** Vendor's Subtotal	----->	41.04	.00	41.04

** Report's Total -----> 84991.35 .00 84991.35
 =====

** Total Vendors On This Report -----> 25
 =====

** Total Vendors Needing Checks -----> 25
 =====

A IMMEDIATE

STAFF REPORT

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: October 5, 2026

RE: New Reinforced Concrete Walkway at the Rowntree Lift Station - **UPDATED**

BACKGROUND

In 2025, the wooden staircase at the Rowntree Lift Station was replaced with a concrete staircase and railing; however, the landing pads at the top and bottom of the stairs were not included in the improvements.

At the September 10, 2026 meeting, the Board approved Bradshaw Construction's proposal in the amount of \$30,550, including prevailing wages; however, the contractor was unaware of the requirement to provide the District with a payment bond which would add \$917 to his proposal amount.

RECOMMENDATION

WWD staff recommends that the Board approve a 5% contingency to the already approved proposal to cover the payment bond. The contractor can start the project as early as October 20, 2026.

BRADSHAW CONSTRUCTION
 30 Malavear Ct
 Pacifica, Ca
 94044
 License #952547

Estimate

Name/Address
Westborough Water District Attn: Patricia Mairena 2263 Westborough Blvd. South San Francisco, CA 94080

Date	Estimate No.	Project
09/09/26	962-92	

Item	Description	Quantity	Cost	Total
Scope	SCOPE OF WORK This is a quotation/contract for the manufacture and installation of galvanized railings at the Rowntree Lift Station at Rowntree Lift Station 2201 Gellert Blvd. SSF, Ca. 94080, as discussed. Scope: - Install top landing walk way, lower landing stairs and walkway ground cover. Install DG drainage pipe per job walk. Includes all forms, concrete pump, place and finish concrete and post pockets for handrail pins. Remove all forms and clean all areas of debris -Manufacture and installation of galvanized railings, with 2" round tube and 1/2x1/2" bars, embedded in concrete following the same existing design — only galvanized. Work includes all necessary fabrication, preparation, and installation as depicted in the attached reference photos. General Notes:		30,550.00	30,550.00
			Total	

BRADSHAW CONSTRUCTION
 30 Malavear Ct
 Pacifica, Ca
 94044
 License #952547

Estimate

Name/Address
Westborough Water District Attn: Patricia Mairena 2263 Westborough Blvd. South San Francisco, CA 94080

Date	Estimate No.	Project
09/09/26	962-92	

Item	Description	Quantity	Cost	Total
	- Any unforeseen damage or work beyond the job scope will be estimated during the project. The client will be issued a change order for any such work. - We will need access to water, toilet and a secure storage area. We propose to furnish all labor and material complete in accordance with the above specifications. All labor at Prevailing Wage. Sales Tax		0.00	0.00
			Total	\$30,550.00

STAFF REPORT

TO: Board of Directors

FROM: Patricia Mairena, General Manager

DATE: October 5, 2026

RE: Review/Approve Proposals for Water Distribution System Operations Plan.

BACKGROUND

During the last two Sanitary Surveys (Water) conducted by an engineer of the Division of Drinking Water, the District has been requested to develop a Water Distribution System Operations Plan.

April 6, 2026, Sanitary Survey Findings Letter

Documents and Information Request

The Division requests the following documents and information:

- An operations plan, describing all critical operating activities and procedures needed to maintain the water system and to comply with all drinking water standards, as requested by the Division in the 2023 sanitary survey findings letter;

September 11, 2023, Sanitary Survey Findings Letter

Documents and Information Request

9. An operations plan describes all of the activities needed to maintain the water system in compliance with all drinking water standards. This plan describes the daily, weekly, monthly, and yearly tasks that would enable a qualified operator to assume the operation of the water system for day-to-day operations. The plan also describes non-routine activities such as positive analytical results, responses to complaints, record keeping, and other duties. Westborough indicated during the SS that an operations plan has not been established. Westborough should have written critical operating conditions and procedures documented in an operations plan to allow operations staff at any level to use during daily operations or use during succession training. For more information on how to develop an operations plan, please visit:

[Technical Assistance & Capacity Development: Operations Plan | California State Water Resources Control Board](#)

INFORMATION

Due to the small staff size, the District requested proposals from two different consultants: Launch and EKI.

ATTACHMENTS

- Proposal from Launch for a fixed fee of \$35,584.
- Proposal from EKI for a proposed budget of \$25,000.

FISCAL IMPACT

A total of \$35,000 was budgeted under the water enterprise for FY 2026/2027.

RECOMMENDATION

WWD staff recommends that the Board approve one of the proposals to develop a Water Distribution System Operations Plan and comply with the Division of Drinking Water's findings.



SCOPE OF WORK

Water System Operations Plan Development

Westborough Water District

May 4, 2026

Project Background

Westborough Water District (WWD) does not currently have a written Operations Plan describing critical operating conditions and procedures for staff to use during daily operations or use during succession training. The California State Water Resources Control Board (SWRCB) required in a recent inspection that an Operations Plan be developed to capture this critical information as a resource for staff.

The District would like assistance to comply with the SWRCB requirement by developing an Operations Plan describing the activities needed to maintain the water system in compliance with state and federal drinking water standards. This plan will describe the tasks that enable a qualified operator to assume the operation of the water system for day-to-day operations. The plan will also describe non-routine activities such as responding to positive analytical results, responding to complaints, record keeping, and other duties.

To achieve this goal, Launch! Consulting (Launch) proposes this scope of work.

Scope of Services

Launch will develop the Operations Plan structure, discuss and write contents specific to WWD, and provide the draft and final versions of the plan to WWD. Specific project activities are described in this section.

Task 1: Develop Water System Operations Plan

Kickoff meeting: Launch will facilitate a virtual, 1-hour project kick-off meeting with WWD to establish the project schedule and logistics for developing the Operations Plan. Launch will provide a secure sharing site for WWD to upload existing materials.

Build strawman plan: Launch will then review the material WWD provides, add information learned from the Risk and Resilience Assessment, and compile an annotated outline (document strawman) for an easy-to-use Operations Plan that is compliant with state and federal requirements.

Launch will review the Operations Plan strawman with WWD staff in a virtual or in-person 1.5-hour meeting for information collection. During the meeting, attendees from WWD will work with Launch staff to:

- Establish the name of each procedure in the plan and the most practical way to collect

information to develop each one,

- Confirm the plan final outline,
- Gather existing content for the plan,
- Discuss processes and procedures for several topics, and
- Identify tools and resources to be included.

Build plan content: Through up to 4 days of on-site meetings and/or work in the field with operations staff, Launch will document and record operational procedures performed by operations and maintenance staff. This may include video clips/photos to include in the plan if convenient to record them.

Draft Operations Plan: While building the Operations Plan, Launch will ask questions of WWD staff through phone calls or emails. Launch will then review the draft with WWD staff in a 2-hour online workshop to ask remaining questions and fill in missing information. Launch will deliver the draft Plan electronically for WWD to review and provide mark-ups.

Final Operations Plan: Launch will revise the document based on WWD review comments. Launch will host a final 1-hour review meeting with WWD. Launch will then finalize and deliver the Operations Plan in MS Word and PDF format.

Project Close-out meeting: Launch will host a 1-hour virtual meeting with the District General Manager and Field Supervisor to discuss next steps for Plan maintenance and close out the project.

Deliverables

- ✓ Draft Operations Plan in MS Word
- ✓ Final Operations Plan in MS Word and PDF format

Assumptions

The Launch team will:

- Manage and facilitate meetings.
- Provide virtual meeting space via Microsoft Teams or Zoom.
- Provide secure online file-sharing platform via Box.
- Provide project deliverables electronically (no paper copies).
- Submit deliverables to WWD for review and incorporate feedback from a single version of deliverable markup.
- Provide simple video clips without editing for some of the procedures (editing and video storage or manipulation is not included in this scope of work).

The WWD team will:

- Designate a primary point of contact for approvals, communications, and decision-making.

- Provide access to relevant data, documents, and other reference material needed for Launch to begin and complete the project.
- Review and provide consolidated feedback on deliverables (within a single version of deliverable markup).
- Ensure that staff are available to support project activities and respond to inquiries.

Project Schedule

The project will begin upon notice to proceed from WWD and be completed by September 2026. The table below contains project milestones. A schedule will be determined during the kickoff meeting.

Project Milestone	Description
Kickoff Meeting	1-hour virtual meeting with District General Manager and Field Supervisor to discuss project details
Meeting to discuss Operations Plan structure	1.5-hour virtual or in-person meeting with District General Manager and Field Supervisor to discuss Plan content and structure
Meetings to discuss plan content details	Up to 4 days of in-person meetings/field work to discuss procedure content and record procedures when convenient for staff
Draft Operations Plan deliverable	Complete and deliver electronic first draft of Operations Plan to District General Manager after a 2-hour review of content together
Review comments from WWD	WWD will provide Launch with review comments for reconciliation
Final Operations Plan deliverable	Launch will host a 1-hour review meeting with WWD to make any final changes. Launch will then finalize and deliver the Operations Plan in MS Word and PDF format
Project Close-out	1-hour virtual meeting with District General Manager and Field Supervisor to discuss next steps for plan maintenance and close out the project

Project Budget

Compensation to Launch will be a fixed fee per the table below. Project fee will be billed according to percent completion of the tasks listed. If additional tasks are requested by WWD, they will be performed and charged at the hourly rates in the table. Costs include all labor and expenses.

Team Member	Subject Matter Expert	Planner/PM	Resilience Specialist/ Report Writer	Admin	Total Hours	Total Labor Cost
Rate	\$230.00	\$225.00	\$225.00	\$158.00		
Task 1: Develop Operations Plan	24	8	120	8	160	\$35,584.00
TOTALS	24	8	120	8	160	\$35,584.00

Authorized By:



Linda P. Warren, P.E.
CEO, Launch! Consulting, Inc.
May 4, 2026

Patricia Mairena
WWD General Manager
Date:
Purchase Order Number:

16 September 2026

Patricia Mairena
Westborough Water District
2263 Westborough Blvd.
South San Francisco, CA 94080

Subject: Water Distribution System Operations Plan (EKI C60307.00)

Dear Ms. Mairena:

EKI Environment & Water, Inc. (EKI) is pleased to present this proposal to Westborough Water District (District, Client) to provide professional engineering services to prepare the District's Water Distribution System Operations Plan (Project, Plan).

PROJECT UNDERSTANDING AND BACKGROUND

In April 2026, the California State Water Resources Control Board (SWRCB) completed a Sanitary Survey of the Westborough Water District's water system. The resulting findings letter identified the need for a comprehensive Water Distribution System Operations Plan to support the District's continued delivery of safe, reliable drinking water and to document operational practices consistent with regulatory expectations.

The proposed Plan will provide the District with a practical, accessible framework for managing and operating its distribution system. EKI understands that the Plan should consolidate current system information, operational procedures, monitoring and maintenance practices, emergency-response considerations, and roles and responsibilities into a durable resource for District staff. The Plan will also help the District address SWRCB findings, strengthen operational consistency, and support ongoing regulatory compliance.

EKI will work closely with District staff to develop an operations plan tailored to Westborough Water District's facilities, existing practices, and future needs.

SCOPE OF WORK

EKI proposes the following tasks as part of this scope of work to complete the Project.

Task 1 – Project Management and Coordination

EKI will provide project management and coordination throughout the Project. This task includes coordination and communications with District staff, general consultation, and technical project management services. Specific tasks include:

- Information Management: EKI will compile and track existing manuals, standard operating procedures, and system information and prepare a list of any supplemental information needed from District staff.

- Kickoff Meeting: At the kickoff meeting, EKI and District staff will review the Project goals, opportunities, information needs, scope, and schedule.
- Plan Development and Review Workshop: EKI will schedule and facilitate one plan review workshop with District staff and other stakeholders to review Project status, discuss preliminary plan outline, document field activities, and get feedback on key Project decisions. For all meetings, EKI will be responsible for preparing and distributing meeting notices, agendas, and minutes.
- Other Project Communications and Management: EKI will perform other project management tasks, including as-needed communications, general consulting services, budget tracking, and invoicing. EKI will provide budget and progress summary reports to the District with each invoice.

Deliverables:

- Supplemental data request and data tracking log.
- Meeting agendas, presentations, and minutes.
- Project schedule.
- Monthly budget and progress summary reports.

Key Assumptions:

- The District will fulfill supplemental data requests in accordance with schedule expectations and will participate in meetings.
- The Kickoff and Workshops/Progress Meetings will be held virtually.

Task 2 – Draft Operations Plan Submittal

EKI will develop a draft Plan containing regulatory obligations, asset information, operating limits, and emergency procedures into daily field and supervisory actions required for the operation of the District's water distribution system. The draft Plan will be developed according to SWRCB Guidelines and include the following:

1. System Overview and Operating Context;
2. Staffing, Roles, Responsibilities, and Authority;
3. Operating Objectives;
4. Routine Operating Procedures;
5. Source, Storage, Pumping, and Distribution Operations;
6. Pressure Zones and Controls;
7. Monitoring, SCADA, and Alarm Management;
8. Water Quality Management and Performance Measures;
9. Preventive Maintenance and Asset Management;
10. Work Orders and Recordkeeping;
11. Safety Practices;
12. Customer Service and Communications;
13. Emergency Response and Business Continuity;
14. Regulatory Compliance; and
15. Training and Competency.

Deliverables:

- The draft Operations Plan will be delivered as a Word document for District review.

Key Assumptions:

- The District will provide one set of consolidated comments for the draft Operations Plan.
- The Draft Operations Plan will undergo one review cycle.

Task 3 – Final Operations Plan Submittal

The Final Operations Plan will be modified to account for comments and changes resulting from the Draft Operations Plan review. The Final Operations Plan will be completed for final review by the District and submittal to SWRCB.

Deliverables:

- The Final Operations Plan will be delivered as a PDF.

Key Assumptions:

- The District will submit the Final Operations Plan to the SWRCB.
- SWRCB comments and future revisions will be completed under a separate task order.

SCHEDULE

The EKI team is prepared to commence work immediately upon execution of this task order. We anticipate that the scope of work can be completed within three months of notice to proceed, subject to timely receipt of District information and consolidated comments. A detailed schedule will be developed at the start of the Project.

COMPENSATION

Compensation for consulting services by the EKI Team will be on a lump sum basis, billed monthly based on progress. Based on the proposed Scope of Work described above, we propose a budget of \$25,000 for the performance of the scope of work, which will not be exceeded without additional authorization from the Client.

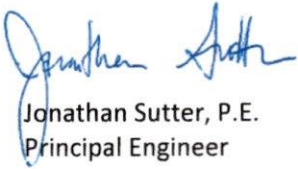
TERMS AND CONDITIONS

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our current Professional Services Agreement with the District, dated 13 March 2025.

Thank you for the opportunity to work with the District on this project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.



Jonathan Sutter, P.E.
Principal Engineer



Tim Beaman, P.E.
Project Manager

Policy on the Use of Artificial Intelligence (AI)

I. Purpose

The purpose of this policy is to provide clear guidance for the responsible use of Artificial Intelligence (AI) tools and systems by Westborough Water District (WWD) employees, contractors, and Directors. WWD recognizes that AI can improve efficiency, enhance decision making, and support service delivery to the community, while also presenting new ethical, legal, and security considerations.

This policy ensures that any use of AI aligns with WWD's values of accountability, transparency, and public trust. It also establishes boundaries for how AI tools may be used, especially regarding data privacy, public records compliance, and confidentiality.

II. Scope

This policy applies to all WWD employees, contractors, consultants, vendors, and directors who use AI systems or tools, such as generative AI (e.g., ChatGPT, Copilot, Gemini, etc.) in the course of their official duties or on behalf of the District.

III. Guiding Principles

1. **Transparency and Accountability:** Staff must take full responsibility for verifying the accuracy, reliability, and appropriateness of any information generated by AI tools before using or sharing it in District work.
2. **Confidentiality:** No confidential, proprietary, or sensitive District information, including internal communication, customer data, personnel information, infrastructure plans, or financial data may ever be entered into AI tools, websites, or platforms.
3. **Public Records Compliance:** Any material used to create, modify, or used through AI tools in the course of District business may be subject to the California Public Records Act (CPRA). Employees must ensure all such materials are retained in accordance with District policy.
4. **Integrity and Security:** AI tools must be used in ways that protect District's data from unauthorized disclosure, tampering, or storage on external servers not governed by WWD's data security standards.
5. **Human Oversight:** AI is a support tool, not a decision maker. Human review and professional judgment are required for all outcomes, recommendations, or conclusions derived from AI use.

IV. Authorized Use

Employees may use AI tools for legitimate District purposes, including drafting documents, summarizing information, generating ideas, or conducting general research, provided that:

- The employee reviews and verifies the AI-generated content for accuracy and bias;
- No confidential or personally identifiable information is shared with or entered into AI systems; and
- The use of AI does not replace human review, accountability, or compliance with District policies.

Vendors, consultants, and contractors using AI in their course of work for the District must disclose the use, nature, and purpose of AI, as well as the processes and guardrails they have implemented to ensure the quality of any work product generated with the use of AI.

V. Prohibited Use

AI tools shall not be used for:

- Inputting or generating content that includes confidential, personal, or security sensitive information.
- Making final personnel, hiring, disciplinary, vendor/contractor selection, or financial decisions.
- Screening employee applications.
- Drafting or approving legally binding documents, contracts, or policy changes without management review.
- Representing AI-generated text, images, or data as original, verified District information without acknowledgement and verification.

VI. Records and Retention

All work products, reports, or communications created using AI tools in the course of District business are subject to the California Public Records Act and must be retained or disposed of per the District policy. Staff must not use personal AI accounts or private devices to conduct District business.

VII. Implementation and Review

Management will review this policy as AI technologies evolve, ensuring continued compliance with legal standards, cybersecurity practices, and WWD's organizational values.



Re: AI Policy Review

From Hunter Sargent <hsargent@acwajpia.com>

Date Mon 10/5/2026 10:38 AM

To Nidia Watkins <nwatkins@acwajpia.com>; Patricia Mairena <pmairena@westboroughwater.org>

Cc JPIA Member Services <member@acwajpia.com>

Good Morning Patricia,

This is a great AI policy that covers almost everything you would need to keep your environment safe. There are a few additions you may want to consider for this implementation.

1. Establish Approved AI Tools

- a. I would add something like "Employees may only use AI tools that have been reviewed and approved by the district for district business. The use of unapproved AI applications, browser extensions, plugins, integrations, or AI features that process district information is prohibited unless specifically authorized." I'd also establish a list of approved AI tools.

2. Add Cybersecurity Incident Reporting

- a. There is currently no instruction on what to do if someone does input PII into an AI model. I would add something like, "Any suspected unauthorized disclosure of district information to an AI system, unauthorized AI integration, compromise of an AI account, unexpected AI access to district systems, or other suspected AI-related security or privacy incident must be reported immediately through the districts established cybersecurity/incident reporting process."

3. Mandatory AI Awareness Training

- a. A policy is great for telling people what not to do but does not teach them appropriate safe use. I see you have a KnowBe4 subscription through us with yourself as the admin; however, the account has not been confirmed yet. KnowBe4 has great AI training included and if you would like to set that up, I would be happy to help.

4. Add Intellectual Property and Copyright

- a. I would add language restricting the use of copyrighted material to generate content, something like, " AI may not be used to reproduce, transform, summarize, or generate content using copyrighted, licensed, proprietary, or third-party material in a manner inconsistent with applicable licenses, contracts, copyright requirements, or district policy."

I think with these you'd have a great policy in place and please let me know if any additional information is needed.

Best,



Policy on the Use of Artificial Intelligence (AI)

I. Purpose

The purpose of this policy is to provide clear guidance for the responsible use of Artificial Intelligence (AI) tools and systems by Westborough Water District (WWD) employees, contractors, and Directors. WWD recognizes that AI can improve efficiency, enhance decision making, and support service delivery to the community, while also presenting new ethical, legal, and security considerations.

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II. Scope

This policy applies to all WWD employees, contractors, consultants, vendors, and directors who use AI systems or tools, such as generative AI (e.g., ChatGPT, Copilot, Gemini, etc.) in the course of their official duties or on behalf of the District.

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- 4. Integrity and Security:** AI tools must be used in ways that protect District's data from unauthorized disclosure, tampering, or storage on external servers not governed by WWD's data security standards.
- 5. Human Oversight:** AI is a support tool, not a decision maker. Human review and professional judgment are required for all outcomes, recommendations, or conclusions derived from AI use.

IV. Authorized Use

Employees may use AI tools for legitimate District purposes, including drafting documents, summarizing information, generating ideas, or conducting general research, provided that:

- The employee reviews and verifies the AI-generated content for accuracy and bias;
- No confidential or personally identifiable information is shared with or entered into AI systems; and
- The use of AI does not replace human review, accountability, or compliance with District policies.

Employees may only use AI tools that have been reviewed and approved by the district for district business.¹ The use of unapproved AI applications, browser extensions, plugins, integrations, or AI features that process district information is prohibited unless specifically authorized. Vendors, consultants, and contractors using AI in their course of work for the District must disclose the use, nature, and purpose of AI, as well as the processes and guardrails they have implemented to ensure the quality of any work product generated with the use of AI.

V. Prohibited Use

AI tools shall not be used for:

- Inputting or generating content that includes confidential, personal, or security sensitive information.
- Making final personnel, hiring, disciplinary, vendor/contractor selection, or financial decisions.
- Screening employee applications.
- Drafting or approving legally binding documents, contracts, or policy changes without management review.
- Representing AI-generated text, images, or data as original, verified District information without acknowledgement and verification.
- The reproduction, transformation, summarization, or generation of content using copyrighted, licensed, proprietary, or third-party material in a manner inconsistent with applicable licenses, contracts, copyright requirements, or district policy.

¹ The District will be approving AI tools for employee use.

VI. Incident Reporting

Any suspected unauthorized disclosure of district information to an AI system, unauthorized AI integration, compromise of an AI account, unexpected AI access to district systems, or other suspected AI-related security or privacy incident must be reported immediately through the districts established cybersecurity/incident reporting process.

VII. Records and Retention

All work products, reports, or communications created using AI tools in the course of District business are subject to the California Public Records Act and must be retained or disposed of per the District policy. Staff must not use personal AI accounts or private devices to conduct District business.

VIII. Implementation and Review

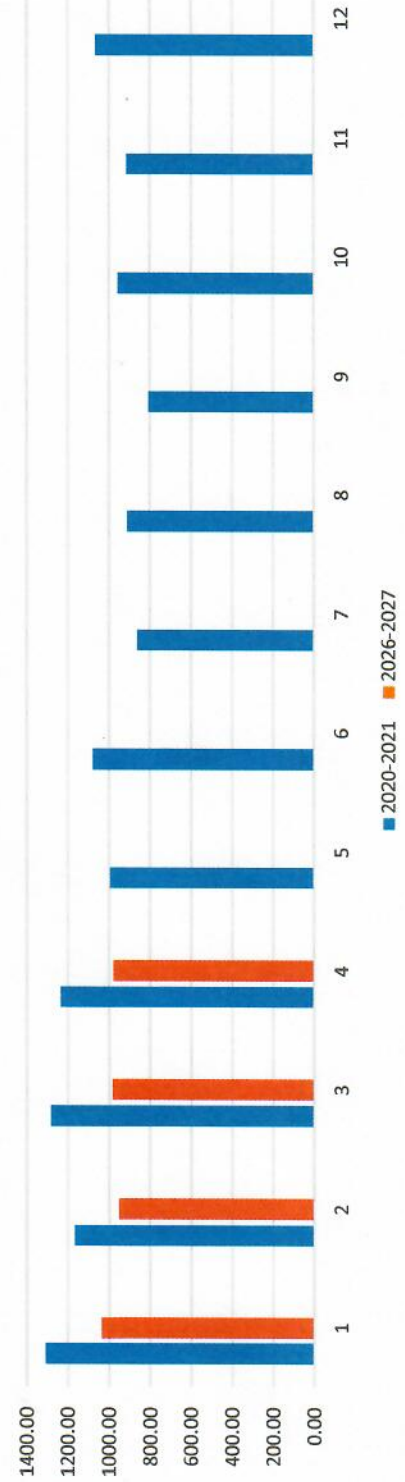
Management will review this policy as AI technologies evolve, ensuring continued compliance with legal standards, cybersecurity practices, and WWD's organizational values.

Water Purchases Comparison 2020-2021 to 2026-2027

FY 2020-2021				FY 2026-2027				Comparison
Period	HCF Purchased	No. of Days Billed	HCF per Day	Period	HCF Purchased	No. of Days Billed	HCF per Day	
06/05/20 to 07/07/20	43157	33	1307.79	06/05/26 to 07/07/26	34169	33	1035.43	-272.36
07/08/20 to 08/06/20	34995	30	1166.50	07/08/26 to 08/06/26	28543	30	951.44	-215.06
08/07/20 to 09/04/20	37162	29	1281.45	08/07/26 to 09/04/26	28528	29	983.72	-297.73
09/05/20 to 10/06/20	39480	32	1233.75	09/05/26 to 10/06/26	31295	32	977.98	-255.77
10/05/20 to 11/02/20	26876	27	995.41					
11/03/20 to 12/04/20	34525	32	1078.91					
12/05/20 to 01/04/21	26748	31	862.84					
01/05/21 to 02/01/21	25531	28	911.82					
02/02/21 to 03/04/21	25095	31	809.52					
03/05/21 to 04/05/21	30684	32	958.88					
04/06/21 to 05/05/21	27430	30	914.33					
05/06/21 to 06/03/21	30907	29	1065.76					
Total Purchases	382590	364	1051.07	Total Purchases	122535	124	988.19	

GPCPD YTD	54.81
GPCPD 25/26	49.13
GPCPD 24/25	50.64
GPCPD 23/24	50.29
GPCPD 22/23	49.46
GPCPD 21/22	50.62
GPCPD 20/21	58.30

Water Purchases Comparison
2020-2021 and 2026-2027





Job 103738, Westborough

From Shane Schreck <sschreck@trustmme.com>

Date Wed 9/23/2026 9:53 AM

To Carlos Arias <carias@westboroughwater.org>; Patricia Mairena <pmairena@westboroughwater.org>

Cc Cory Powers <cpowers@trustmme.com>; Salvador Vallecillos <svallecillos@trustmme.com>; Kevin Widmer <kwidmer@trustmme.com>

 3 attachments (2 MB)

westborough 9-21-2026.pdf; [EXTERNAL] [TLS FAIL]; [EXTERNAL] [TLS FAIL];

Good Morning Carlos

Per our conversation after completing a testing of you vacuum system we found a significant loss in pressure from your pump and motor. We also found metal throughout the system indicating failure. At this time, we are suggesting replacement with a hydraulic filter and fluid change. Please review the attached and let me know if you would like to move forward with these repairs.

FYI we are looking into other options for these repairs, and will update you if any of them turn up a cheaper repair cost.

Shane Schreck
Bay Area Branch Manager

☐ [916-922-1101](tel:916-922-1101) (office)

☐ [510-289-8849](tel:510-289-8849) (mobile)

☐ www.TrustMME.com

☐ 2241 National Ave Hayward Ca 94545



ESTIMATE

REMIT TO:
4634 Mayhew Road
Sacramento, CA 95827
(916) 922-1101 Fax:(916) 922-1034

13922 Gracebee Ave
Norwalk, CA 90650
(714) 528-8770 Fax:(714) 528-8744

4750 Caterpillar Road, Unit D
Redding, CA 96003
(530) 243-4856 Fax:(530) 243-1447

2241 National Avenue
Hayward, CA 94545
(510) 670-0230 Fax:(510) 670-9003

Order Number: 022468
Status: On Hold
Appointment Nbr: SS - FS000021257-1
Order Date: 9/21/2026
Customer ID: C00677

SOLD TO:	SHIP TO:
WESTBOROUGH WATER DISTRICT 2263 WESTBOROUGH BLVD. P.O. BOX 2747 South San Francisco CA 94083 United States of America	WESTBOROUGH WATER DISTRICT 2263 WESTBOROUGH BLVD. P.O. BOX 2747 South San Francisco CA 94083 United States of America

Confirm To:

Customer P.O.	Ship VIA	F.O.B.	Terms
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CUSTOMER REFERENCE:	METER READINGS START:	DESCRIPTION
Cust. Eq # :	Miles: Aux Hrs:	Low Vac, handgun replacement, PTO light loose Carlos B 650-438-7905
Contact : Carlos B	Hours: Sweep Hrs:	

Item Number	Unit	Ordered	Shipped	Price	Amount
BAY SHOP LABOR Low Vac	HR	29.50	0.00	209.59	6,182.91
V-711-53020 HYDRO MOTOR ASSEMBLY	EA	1.00	0.00	11,557.01	11,557.01
V-622-0396 EATON HYD PUMP, 75cc CW	EA	1.00	0.00	11,440.53	11,440.53
V-624-0260 HYDRAULIC FILTER HOUSING, TOP OF RESERVOIR V-624-0261 LIVES HERE	EA	1.00	0.00	433.22	433.22
V-622-0581 FILTER, HYDRO, EATON PUMP 104508-007 SF- 7420-MG SF-7421-MG	EA	1.00	0.00	291.43	291.43
MSC-PART-NSTK AW 32	EA	1.00	0.00	520.91	520.91
MSC-PART-NSTK HOSE AND FITTINGS	EA	1.00	0.00	300.00	300.00
SHOP SUPPLY FEE SHOP SUPPLIES & CONSUMABLES	EA	1.00	0.00	315.00	315.00
HAZARDOUS WASTE FEE HAZARDOUS WASTE HANDLING & DISPOSAL FEE	EA	1.00	0.00	245.43	245.43

Labor Total: 6,182.91
Parts Total: 25,103.53
Subtotal: 31,286.44
Less Discount: 0.00
Freight: 0.00
Sales Tax: 2,330.44
Order Total (USD): 33,616.88

PLEASE NOTE: FREIGHT IS NOT INCLUDED IN THIS
ESTIMATE
ESTIMATE VALID FOR 30 DAYS

RPM

RPM

30

100

25

100

20

80

15

60

10

40

5

20

3

10

OIL

SPM

30

115

25

100

20

80

15

60

10

40

5

20

3

10

OFF

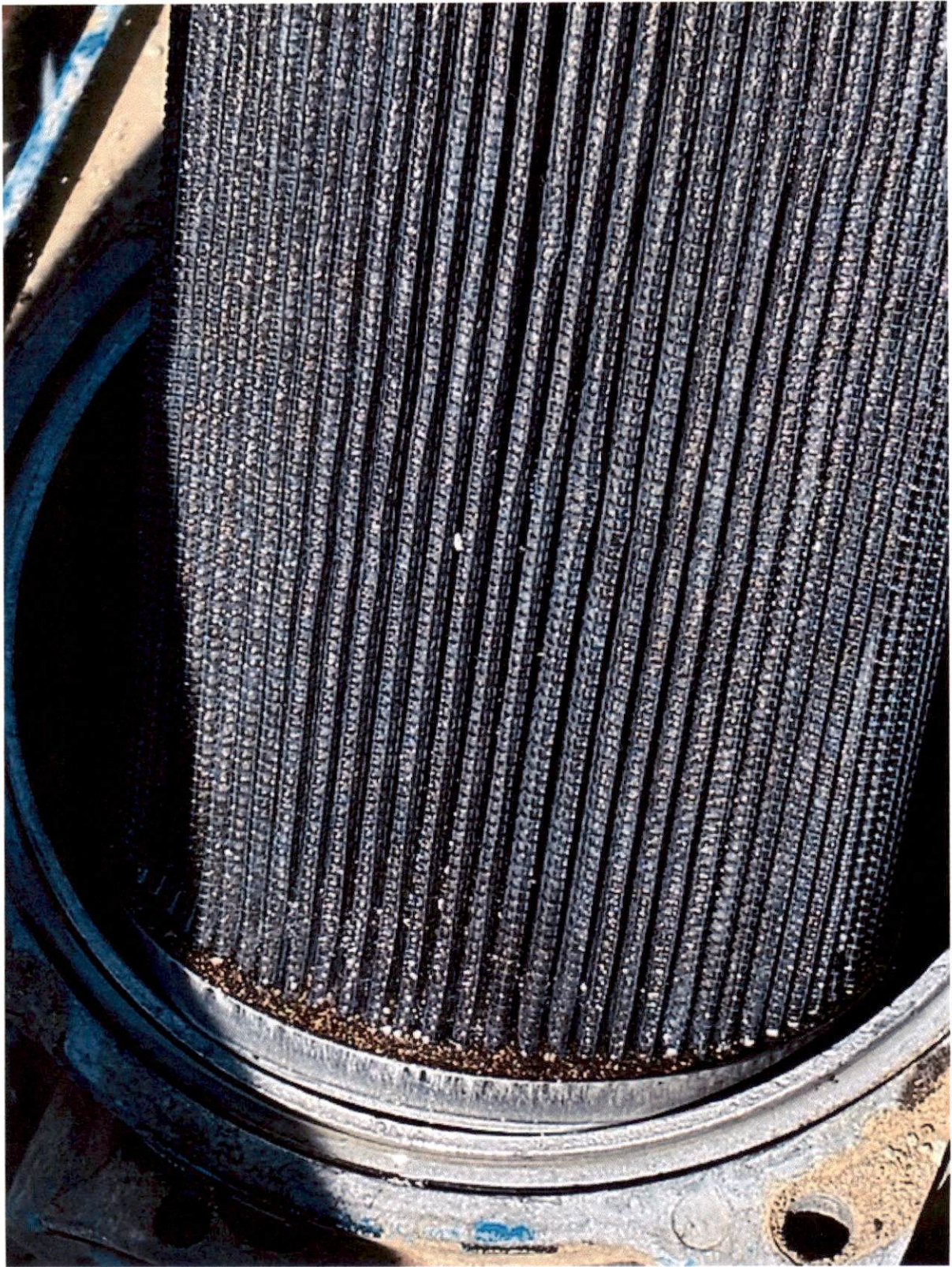






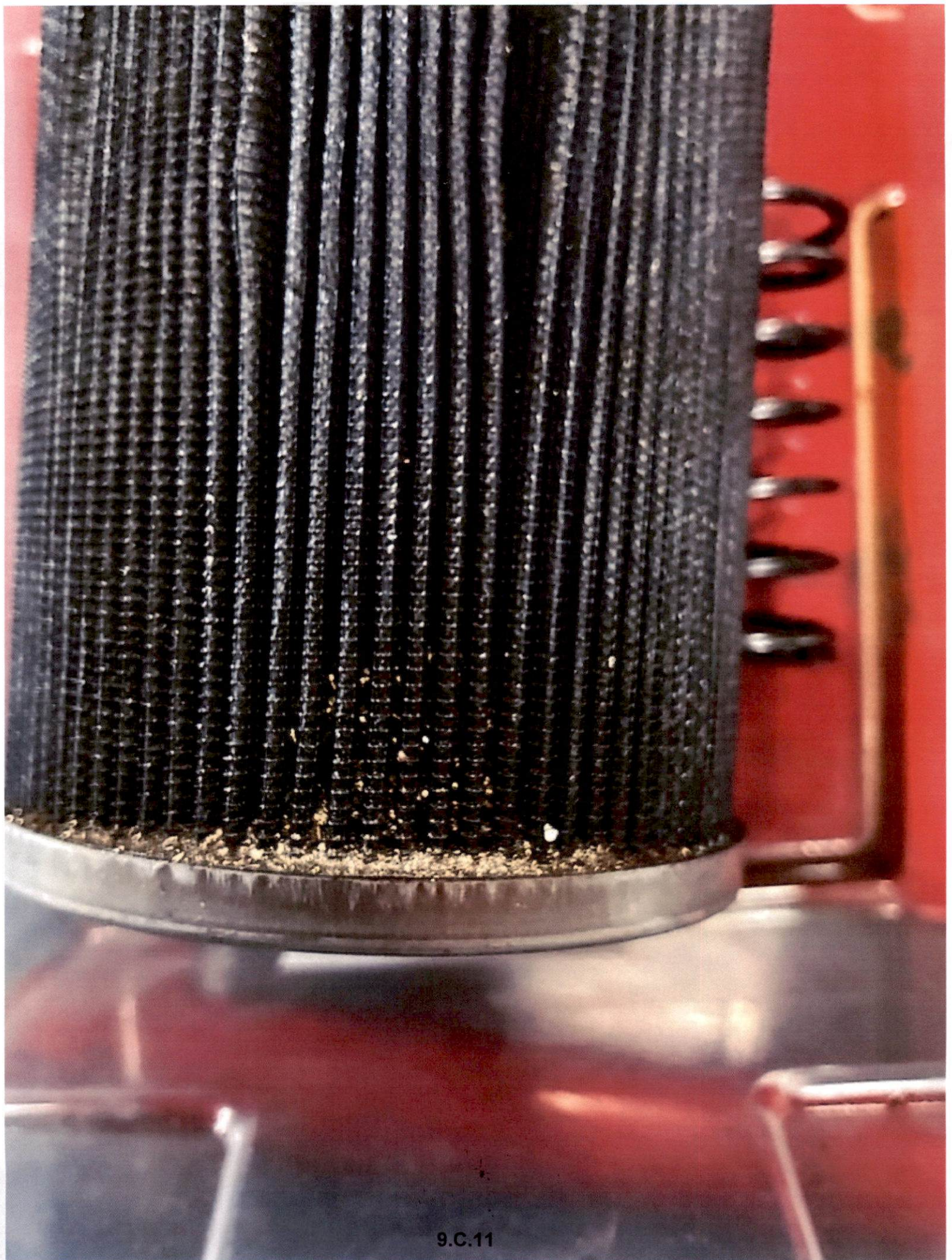


9.C.7











CALCON SYSTEMS INC.
12919 Alcosta Blvd Ste 9
San Ramon CA 94583
www.calcon.com

Quotation
Quote ID: d4e38fe2
Date 8/21/2026

To
Westborough Water District
P.O. Box 2747, South San Francisco, CA 94083

Ship To

ATTN
Patricia Mairena
General Manager
pmairena@westboroughwater.org
[650-589-1435](tel:650-589-1435)

Subject

Westborough Booster Station - Pump 2 Soft Start

Description

This quotation is being provided per the customers request. This quotation is for the replacement of the existing soft start for Pump #2. This quotation includes the following...

- New 150HP Eaton S811+ Soft Start
- New 24VDC 10A Power Supply
- Misc Hardware and Wiring for Installation
- Removal and Disposal of old unit
- Installation of new Soft Start and other components
- Start up and Programming
- Testing with customer

Quote Items

Item	Description	Price Ea	Quantity	Subtotal
1	Lump Sum <i>Shipping and Sales Tax Included</i>	\$14,950.00	1	\$14,950.00

Total: \$14,950.00

Terms

Net-30 Days

This quote is valid for 30 days unless otherwise noted above.

Quote ID: d4e38fe2
Version: 1
Created: 8/21/2026 9:35:36 AM

For questions please contact:

Branden Powell

bpowell@calcon.com

[925-570-4323](tel:925-570-4323)

Submit PO to
CALCON SYSTEMS INC.
12919 Alcosta Blvd Ste 9
San Ramon CA 94583
Phone (925) 277-0665
www.calcon.com
Lic. C-10 #508284

Accepted on 09/10/26 by:

CSDA San Mateo Chapter Meeting of 14 September 2026

A San Mateo County Special Districts meeting was held at 3 PM on 14 September 2026 in a hybrid format. Three members were in person at the Harbor District's office in Half Moon Bay while twelve others (including Paty and me) participated via Zoom. Jim Pruett, Harbor District General Manager called the meeting to order. The first order of business was the CSDA/Legislative update given by Colleen Haley. The legislative session is over although the Governor still has more time to sign/veto bills. Colleen said bills are summarized in CSDA's Take Action Brief (TAB) which is available online. She really only mentioned one bill, AB1383, which undoes parts of PEPRRA, allowing some safety workers an earlier retirement but also increases worker contributions for all. CSDA's TAB has a recommendation of Veto for this bill. Colleen, Jim Pruett, and Kathryn Slater-Carter debriefed the CSDA Annual Conference which was held in Palm Desert in August. Kathryn said the weather was REALLY HOT and suggested that it was not the season to have a meeting at that location. Colleen said CSDA does it because hotel rates are really low in August. There were over 1000 attendees (with vendors) so the networking (indoors) was good.

The next order of business was a brief from Chris McCall of the County's Office of Emergency Management (OEM) regarding the coming of El Nino. First, he talked about the goals of OEM, specifically in planning and preparation for emergencies, communication, recovery, and seeking reimbursement when possible. Elevated ocean temperatures indicate we have a high probability of a wet and stormy winter. The biggest concern is coastal flooding, particularly during the King Tides of Thanksgiving, Christmas, and January 21 and 22. High waters can affect roadways, and high winds can close bridges, impacting employee mobility. Some areas (like Pacifica) also need to worry about landslides. I doubt Westborough has to worry about flooding, particularly due to tides, or about major landslides or erosion (like SoCal had from Hurricane Maria recently). Still there are areas we should check on, for example:

Recently we have had water intrusion at Avalon Lift Station. Maybe we should take a look at all our sewage lift stations and if a few sandbags strategically placed by entryways, we could deflect incoming water from heavy rains/cloudbursts. Some of our customers may appreciate sandbags to redirect water flows since many homes are on the side of a hill. I believe a city newsletter talked about getting sandbags from the city.

Emergency communications are key, but that was a topic in our last newsletter.

Making sure storm drains are clear will help prevent flooding. I think Daly City does our storm drains, but maybe our Vacon could help if they are overloaded.

Heavy winds, particularly with rain, may make power unreliable. We may want to check our generators, particularly for sewer pump stations.

Next month OEM will start Monthly Coordination Calls. We should probably check with the city to make sure they are participating (and they do not forget about coordinating with us).

Many other areas were covered, but I believe the above are the most critical for us. The meeting adjourned slightly before 4PM, with our next meeting scheduled for 14 December.

BAWSCA Meeting of 17 September 2026

Louis Vella called the September meeting of the BAWSCA Board of Directors to order at 6:30 PM. The meeting was primarily informational, with the only action item being acceptance of an amended Conflict of Interest Code (COI) which had been pre-approved by the Fair Political Practices Commission (FPPC). There was a Form 700 routing problem on the old one since now those forms are being submitted to the state electronically.

Next, we had the SFPUC report. Water supply wise Hetch Hetchy is about normal (83%) for this time of year while total system storage is above normal at 87.2%. After the water supply report Steve Ritchie briefed the Powerhouse Riffles project on the lower Tuolumne. This \$7.8M project was funded by the irrigation districts (MID and TID), SFPUC, and a grant from the California Department of Fish and Wildlife. Riffles improve fish habitat by providing gravel beds and ridges downstream of the LaGrange Powerhouse, providing fish areas in which to hide and enjoy oxygenated water on their journey on the river. Willows are also being planted along the banks to help keep the water cool. After the presentation John Weed said the unfortunate fact was that most of the salmon were being lost to predation by bass. Steve acknowledged predation is a problem that involved all San Joaquin tributaries, but the state was well aware of the problem. After the SFPUC report, Adrienne Carr (GM) gave a report on North Coast County Water District. Periodically we get these reports, so the board gets a better feel for whom and what we support. Adrienne mentioned their one SFPUC supply line, their six emergency interties (including the one with WWD), and their twelve storage tanks and thirty-two pressure zones. She showed pictures of their new offices, water quality lab, and maintenance facility. She also briefed their recycled water project including a drive-thru water fill station where Pacifica residents can get up to one hundred gallons of free recycled water for their landscaping (important during the drought). Residents do need to be trained and agree to use restrictions before getting a code to access the filling station. Their recycled water system supplies water to a local school, median areas, and Sharp Park Golf Course.

After the consent calendar we had more public comments (4 speakers, some of whom also spoke after the SFPUC report) and approved our lone action item. Tom Smegal then gave the CEO report which included Strategy 2050 status, an update on the Millbrae Operations Center update, and an update on Bay Delta. Bay Delta Phase 2 (Sacramento River and its tributaries (not the Tuolumne)) has some key dates coming up, although Phase 1 seems to be on hold by the State Water Board. John Weed pointed out that by the time a decision is made the whole delta may be flooded by sea level rise (supposably by 2035). As for the Millbrae Operations Center, the mayor of Millbrae spoke arguing the OSH store should be saved although the revised plans for that contingency would increase cost by a estimated \$54M and delay the project by 4 years while still losing some of the benefits of the original plans. Further meetings with Millbrae, SFPUC and BAWSCA are scheduled.

Finally, we had closed sessions for Tom Smegal's evaluation and a Bay Delta update from our attorney. We finally adjourned at about 9:25 PM with our next meeting scheduled for November 19 in Burlingame.